



SAINT AUGUSTINE'S UNIVERSITY

Transform. Excel. Lead.

Position:
Controller
Full-Time Contractor

Division Name:

Business and Administration

Reports To (Supervisor's Name and Title):

Interim President

Physical Work Location of Incumbent:

Remote with one day per week required on campus.

1315 Oakwood Avenue
Raleigh, NC 27610-2298

POSITION SUMMARY:

The Controller is responsible for all aspects of financial management of the University, including accounting, regulatory and financial reporting, budget and forecasts preparation, cash management, and establishing accounting policies and procedures to ensure that all financial transactions are executed and documented in accordance with generally accepted accounting principles (GAAP). The Controller oversees professional staff responsible for general accounting, endowment accounting, budgeting, accounts payable, accounts receivable, student accounts, cash management, investment management, payroll, credit card processing and purchasing. The compensation for this position is \$75,000 to \$90,000 annually.

PRIMARY RESPONSIBILITIES:

- Directly supervises staff and maintains quality control of all key accounting and business functions of the University including general accounting, endowment accounting, grant accounting, budgeting, accounts payable, accounts receivable, student accounts, cash management, investment management, payroll, credit card processing and purchasing.

- Develops and maintains a comprehensive chart of accounts and accounting software of the University.
- Develops, maintains, and monitors the annual operating and capital budgets.
- Manages and directs the fiscal year-end close and the annual financial and compliance audit of the University.
- Prepares routine and ad hoc budget and other financial reports for all cost center managers and senior administrators.
- Develops and administers fiscal plans, policies, and procedures in compliance with Generally Accepted Accounting Principles and industry best practices.
- Directs financial reporting to meet all regulatory requirements.
- Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish organizational goals and objectives of the Business Office.
- Recruits, trains, supervises, and evaluates all Business Office personnel.
- Participates on various committees and in workgroups that serve to benefit the mission of the University and the Business Office.
- Remains actively involved in professional activities that are relative to the position.
- Fosters positive relationships with all external and internal constituencies served by the University.
- Perform all other duties as assigned by the President.

REQUIRED EDUCATION AND EXPERIENCE:

- Master of Accounting; Experience within the higher education industry; minimum of five years' related work experience.
- Effective oral and written communications skills.
- Thorough knowledge of GAAP and fund accounting.
- Strong knowledge of non-profit accounting principles and processes.
- Experience creating financial statements.
- Strong General Ledger functions and month-end/year-end close process experience.
- Knowledge of and experience with Ellucian Colleague financial management systems, including system upgrades.
- Administrative skills and experience in cash management.
- Knowledge and possession of high professional standards and a personal code of ethics characterized by honesty, integrity, openness, and fairness.
- Ability to manage details and display consistent follow-through.
- Collaborative and effective team member with the ability to assess and develop talent and build a strong team.
- Strong leadership and administrative skills including, but not limited to strategic planning, personnel management, budget and resource management, continuous process improvement and assessment.
- Strong analytical, critical thinking, project management, problem recognition, and resolution skills.
- Ability to interpret and appropriately apply accounting principles and regulations.
- Ability to develop and administer fiscal plans, financial systems, policies, and procedures.
- Ability and experience in generating timely and accurate financial information and reports.

- Ability and experience developing, implementing, and maintaining internal controls to effectively safeguard and manage finance resources.
- Ability to effectively communicate financial information to all internal and external constituents both verbally and in writing.
- Ability to develop collaborative and strong working relationships with internal and external stakeholders as a service-oriented professional.
- Ability to lead a team of professional staff, serve as an internal resource and consultant, and work collaboratively with all employees and key business partners of the University.
- Ability to manage time and deliver projects in a timely manner in an environment of competing priorities.
- Proficient in Microsoft Office, Word, Excel, Teams, and Outlook.

PREFERRED QUALIFICATIONS:

Licensure as a CPA; minimum of ten years related work experience.

UNIVERSAL PERFORMANCE STANDARDS:

1. **Completes** all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.
2. **Apprises** president of issues that might impede timely completion of assigned duties and/or departmental projects.
3. **Exercises** sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.
4. **Exhibits** a willingness to perform other duties as requested or required efficiently and timely.
5. **Complies** with all policies and procedures as stipulated in the Employee Handbook.

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.

Reasonable accommodation may be made to enable individuals with disabilities to perform their duties.

To be considered for this position, please email your resume, a cover letter, and references (with email address, phone number, and your relationship to this person) to OfficeofHumanResources@St-Aug.edu.

The preceding job description has been designed to indicate the general nature and level of work performed by individuals within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of individual assigned to this job.

Saint Augustine's University (SAU), drawing on its rich legacy as an access institution, is a student-focused, comprehensive educational institution that produces outstanding graduates prepared for personal and professional success. SAU was established in 1867 in Raleigh, NC by the Episcopal Diocese of North Carolina. A four-year liberal arts university, SAU sits on 105 lush acres just north of Downtown Raleigh, NC. The institution is accredited by the Southern

Association of Colleges and Schools Commission on Colleges (SACSCOC).

Equal Opportunity Employer