Position: Controller
Full Time, 12 Months

Reports To: Vice President for Planning and Finance

Job Summary:
The Controller directs and manages all of the accounting functions of the College, makes recommendations for improving College-wide financial management, directs financial audits, and ensures compliance with applicable state and federal regulations. The Controller is responsible for overall management of accounting operations, including general ledger, accounts payable, non-student accounts receivable, financial reporting, as well as supervision of the Accounting Assistant and Accounts Payable Coordinator.

Principal Duties and Responsibilities:

- Primary liaison with College auditor for questions through the year and annual year-end audit.
- Responsible for fiscal year end closing including preparing various year end entries; preparing schedules, workpapers, analyses, financial statements, and trial balances for auditors; year-end calculations, reconciliations, distributions, and workpapers for the endowment; actuarial adjustment entries for trusts.
- Prepare finance portions of governmental reports including but not limited to: FISAP (in conjunction with financial aid), Equity in Athletics, NCAA, IPEDS, form 990, from 990-T, 1042 and 1042(S) forms for international students, NY State annuity report, FBAR.
- Monitor and manage cash
- Maintain chart of accounts
- Reconcile and drawdown federal funds.
- Manage long term debt accounts including entries for loan payments
- Reconcile Perkins loan balances and clearing account and prepare/post Perkins loan entries
- Prepare monthly financial statements and analyze for variances
- Work with Advancement Department including appropriate accounting for gifts, trusts and annuities.
- Monitor endowment balances and prepare appropriate accounting entries.
- Manage accounting for annuities
- Assist in preparation of reports for Finance and Investment Committee of the Board of Trustees; Attend investment committee and finance committees meetings
- In conjunction with VP for Finance and Planning, update budget model and projections. Prepare line by line budget.
- Design and produce reports and analysis as requested by VP’s and departments
- Recommend and implement financial policies and procedures.

Core Qualifications:

- Bachelor’s degree in Accounting, Finance, or related field
- Master’s Degree/CPA or equivalent experience preferred
• Proficient in Microsoft Excel and Access
• Experience with finance ERP/software – Microsoft Great Plains Dynamics preferred
• At least 5 years’ accounting experience, preferably in higher education or other not for profit accounting.

To apply please submit a cover letter, resume, three references, and statement of Christian commitment to:
Human Resources Department
Houghton College
Houghton, NY 14744
jobs@houghton.edu

(Application materials preferred via email)