

CONTROLLER/ASSISTANT TREASURER

POSITION DESCRIPTION

GENERAL DESCRIPTION: The Controller/Assistant Treasurer is responsible for accounting and treasury operations, annual audit, and other reporting. The role provides interim coverage for the Vice President for Business and Finance, to whom this position reports.

PRIMARY FUNCTIONS:

- Plan, direct and coordinate all accounting operations and treasury functions.
- Respond to financial requests from CTS functional areas: academic affairs, financial aid, payroll, advancement, housing, library, Center for Lifelong Learning, and student affairs.
- Respond to financial requests from students, alumni, employees, faculty, and annuitants.
- Record, reconcile and prepare reporting for student financial accounts.
- Prepare journal entries and cash transactions needed for monthly income statement reporting.
- Prepare internal and external trial balances for all funds.
- Prepare year-end schedules and provide support to external auditors.
- Manage organizational cash flow and treasury functions.
- Monitor accounting operations and internal controls, offer recommendations for improvement, and implement new processes.
- Manage Seminary credit card program, and related travel and expense software.
- Manage vendor relationships for banking, merchant card, and credit cards.
- Prepare regulatory reporting.
- Supervise and review work of bookkeeper.
- Other duties as requested.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Accounting, Finance or directly related field
- CPA or CMA certification
- Previous experience of seven years in accounting with three years for a non-profit organization

KNOWLEDGE/ABILITIES/SKILLS:

- Solid communication, technology, and analytical and management skills
- Ability to work independently, to be self-motivated and proactive
- Have working knowledge of accounting principles generally accepted in the U.S.
- Ability to prepare detailed, accurate records in accordance with established procedures and regulations
- Ability to establish/maintain effective working relationships with other employees and contractors
- Ability to work under pressure in meeting deadlines
- A positive, team-oriented attitude and a strong work ethic are required
- Ability to communicate well with others, including those without accounting or financial knowledge

CLASSIFICATION:

- Full-time
- Exempt

PHYSICAL DEMANDS: Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to sitting, standing, stooping, crouching, bending, walking, and lifting light objects. Work is performed in an office.

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

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