



Corban University
Position Description

Controller

DEPARTMENT:	Financial Services
REPORTS TO:	Vice President for Business
SUPERVISES:	Director of Accounting Services
FLSA STATUS:	Full Time/Exempt
Revised	February 2018

Application Process on Following Page

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: The Controller oversees the efficient, accurate, and timely performance and operation of the accounting and financial reporting function of the University. While leading the day-to-day operations, this position also serves as the chief accounting officer and ensures that the University has adequate systems in place to maintain compliance with accounting financial principles, policies, and regulations.

ESSENTIAL FUNCTIONS:

- Serve as the chief accounting officer for the University, supervising the areas of accounting, financial reporting, student accounts and financial aid.
- Fully oversee the chart of accounts and general ledger, including the preparation and review of all entries and necessary changes.
- Oversee and assist in reconciling and balancing accounts as necessary.
- Prepare college financial statements in accordance with FASB and/or GAAP principles. This includes quarterly and annual financial reports.
- Plan and coordinate activities related to the completion of the University's annual audit of financial statements and other compliance audits.
- Serve as the liaison to external auditors.
- Conduct internal audits to ensure compliance, efficiency, and effectiveness of financial systems.
- Maintain accounting and perform end-of-month and year-end closing procedures of all funds including restricted and unrestricted funds, endowment funds, and loans.
- Oversee the accounting and billing for all sponsored programs and grants.
- Assist the VP for Business in creating short and long range financial decisions and planning.
- Assist the VP for Business in establishing the University's proposed annual operating budget and monitoring throughout the fiscal year.
- Participate and provide relevant data for meetings with the University's senior leadership team as assigned.
- Prepare, analyze, interpret, and present periodic financial statements or analyses for senior leadership and/or governing board review.
- Provide direct supervision of key departmental staff. This includes providing continual feedback and annual performance evaluations to support the overall goals of the University.
- Serve as the financial representative on University committees as assigned.
- Provide oversight over financial aid strategies and ensure proper implementation.



- Provide oversight over the billing and collection of student accounts, ensuring efficient processes and consistent collection of tuition payments.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of accounting standards and federal, state, and local regulations related to non-profit and higher education.
- Strong computer and data reporting skills. Proficiency with Microsoft applications including Word and Excel.
- Ability to read, analyze and interpret business materials, technical procedures, and government regulations, as well as the ability to effectively communicate this information to internal and external constituents.
- Strong problem solving and analytical skills.
- Knowledge of complex accounting systems and the use and potential of technology in financial services.
- Knowledge of planning, implementation, and monitoring of budgets in an educational environment.
- Excellent project management and organizational skills.
- Ability to prioritize and multi-task in a fast-paced environment with a high level of accuracy.
- Exceptional oral and written communication skills. Ability to present information effectively and efficiently.
- Ability to successfully, train, and motivate others.
- Ability to maintain strong customer service orientation using tact and diplomacy in all dealings with University constituencies and members of the public (i.e. Auditors).
- Ability to operate with high ethical standards of conduct and utmost confidentiality.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree required. Master's degree preferred.
- CPA licensure strongly preferred.
- Seven (7) years of accounting experience. Experience in higher education is preferred.
- Three (3) years of supervisory experience is preferred.
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally.

WORKING CONDITIONS: Traditional office environment and hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Corban University is a private comprehensive university of liberal arts, ministry, and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission, and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.

To Apply

Interested Candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony
- Completed Corban staff application (found on our website: www.corban.edu/employment)

Send or email to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.375-7182