



**Corban University**  
Position Description

## **Controller**

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DEPARTMENT:	Financial Services
REPORTS TO:	Vice President for Business
SUPERVISES:	Accounts Payable, Accounting Specialists, GL Accountant
FLSA STATUS:	Full Time/Exempt
Revised	November 2018

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### ***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 accounting department operations, this position also serves to ensure that the University has adequate systems in place to maintain compliance with accounting financial principles, policies, and regulations.

**ESSENTIAL FUNCTIONS:**

- Provide daily supervisor of the areas of accounting, financial reporting and budgets.
- 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.
- Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of nonprofit fund accounting critical to this role.
- Knowledge of accounting standards and federal, state, and local regulations related to non-profit and higher education.
- Ability to plan, implement, and monitor budgets in an educational environment.
- Knowledge of complex accounting systems and the use of technology in financial services.
- Proficient in MS Office; strong software and data reporting skills.
- Ability to analyze and interpret business materials, technical procedures, and government regulations, and effectively communicate this information to internal and external constituents.
- Ability to successfully train, manage, and motivate others.
- Strong problem solving and analytical skills.
- Excellent project management and organizational skills.
- Ability to prioritize and multi-task in a fast-paced environment with a high level of accuracy.
- Ability to present information effectively and efficiently.
- 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.
- Nonprofit fund accounting experience required.
- 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.

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*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.*

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**To Apply**

<b>Interested Candidates please submit the following:</b>
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- A cover letter of expressed interest
- Resume
- Brief testimony
- Completed Corban staff application (found on our website: [www.corban.edu/employment](http://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](mailto:jobs@corban.edu)  
FAX: 503.375-7182