



Position Description

Position Title: Controller

JOB PURPOSE: The Controller serves as the lead accounting officer and is responsible for accounting operations, completion of the annual audit, internal and external financial reporting, and internal control as well as compliance with federal, state and local laws and regulations related to the finances of not-for-profit institutions. The Controller is responsible for the management and oversight of general accounting, grant accounting, endowments and other restricted funds accounting, debt compliance, cash management, payroll, accounts receivable (including student accounts), accounts payable, fixed assets, tax compliance and internal control systems for financial operations. Reports to the Vice President for Finance, CFO and Treasurer.

ESSENTIAL FUNCTIONS:	% of time
Financial & Departmental Management	25% of time for section
Manage cash needs of the Seminary, including monitoring cash balances in accounts, ensuring transfers between accounts are handled appropriately and timely, and ensuring that endowment draws are approved and performed as needed.	
Serve as supervisor for payroll functions, acting as primary liaison for outsourced payroll functions, and ensure that payrolls are processed timely, accurately, and in accordance with all relevant statutes and regulations.	
Supervise: Associate Controller, Financial Analyst, Bursar/Accounts Receivable	
Partner with the Human Resources department, especially in the effective execution of the payroll function and employee benefits.	
Supports the Finance team by meeting regularly, at least twice a month, with all direct reports; managing performance on an ongoing basis throughout the year; ensuring effective performance management for indirect reports, if any; creating and ensuring opportunities for team development through multiple mechanisms and supporting recognition efforts that build morale.	
Develop, implement, document and adhere to accounting policies and procedures in compliance with Generally Accepted Accounting Principles (GAAP), the Financial Accounting Standard Board's standards for not-for-profit entities, applicable government and private grant management guidelines, and applicable tax and bond regulations. Develop greater awareness of GAAP requirements within the department.	
Oversee all accounting functions of the Seminary.	
Provide leadership and mentoring for accounting staff, foster a team environment, and support staff professional development	
Promote a culture of customer service excellence and community engagement by all members of the staff, work collaboratively with other campus departments, and communicate accounting policies and changes to the Seminary community.	

Budget Preparation and Analysis	15% of time for section
Work with the Vice President for Finance and CFO to plan, prepare and implement the Seminary's annual operating and capital budgets; monitor budget implementation by preparing interim reports and analyzing budget variances throughout the fiscal year.	
Collaborates with CFO on Finance Department Deliverables	15% of time for section
Support the Vice President for Finance and CFO with preparation for the Audit and Financial Affairs Committee meetings, including financial statement preparation and analysis, and preparing other reports as needed.	
Financial Reporting	20% of time for section
Serve as primary liaison to external auditors; prepare annual financial statements in a timely manner and meet other external reporting requirements including the Federal Uniform Guidance audit, IPEDS Finance Survey, and accreditation agency financial reports.	
Coordinate with the Information Technology Services department with regard to implementation and optimization of finance-related and enterprise-wide software systems including Jenzabar J1 and Fundriver.	
Ensure the accurate and timely preparation and filing of federal and state tax returns and schedules (990T, 1099's, 1098T's, 1041, 1042, 1095C's, etc.).	
Ensure that payments, reporting/disclosures, accounting entries and other covenants for the Seminary's taxable and tax-exempt bonds are met in a timely manner.	
Support grant reporting by providing necessary payroll and financial information for departments that manage grants.	
Operational Effectiveness and Internal Control:	25% of time for section
Stewards all resources, including budget, effectively and appropriately; Meets operational targets, develops innovative solutions, and continuously improve department and operational efforts; Supports and contributes to hiring efforts that meet our operational and mission needs	
Assist in development and implementation of modifications to existing accounting policies and procedures as to promote efficiency; continuously review accounting practices to meet the evolving needs of the Seminary and to incorporate best practices; Develop and implement effective internal control policies and procedures.	
Total	100% time
OTHER FUNCTIONS: Serve as requested on committees, task forces and community groups; partners with standing committees, and organizations in the region to share best practices and build partnerships. Remain apprised of changes in accounting rules and standards impacting higher education	

QUALIFICATIONS

CREDENTIALS REQUIRED:

- Bachelor's degree in accounting or related field *required*; Certified Public Accountant (CPA) or Certified Management Accountant (CMA) and/or
- Minimum of ten years of progressive experience in an accounting/finance position where substantial judgment, analysis, interpretation, integration of complex data and

information was required.

- Demonstrated working knowledge of accounting standards for non-profits and restricted and endowment fund and grant accounting.
- Understanding of Title IV and other financial aid programs and related accounting and compliance standards.
- Proven competency with financial information technology in a higher education environment and implementation of financial systems; proficiency with the Microsoft Office software suite, including advanced knowledge of Excel (including VLOOKUP, data tables/filters, pivot tables, charts and other data management and presentation functions).
- Excellent attention to detail, and analytical, communication and presentation skills.
- Commitment to process improvement; flexibility and willingness to adapt to change.
- Absolute integrity and discretion, especially in the handling of confidential information.
- Excellent interpersonal skills, including the ability to relate to broad constituencies including staff, administrators, senior executives, board members, donors, and external professionals.
- Proven ability to teach/train both accounting and non-accounting professionals on the policies and processes of the Seminary and relevant accounting principles.
- Enjoy being a part of a community dedicated to the Seminary's mission, working as part of a professional team, and motivating others to develop and achieve.
- Demonstrated initiative and strong work ethic with the ability to work in a fast-paced environment.

PREFERRED QUALIFICATIONS AND SKILLS:

- master's degree (MBA or similar) *strongly preferred*;
- experience working in Higher Education

PHYSICAL / ENVIRONMENTAL DEMANDS:

This description reflects essential functions of the position, it does not restrict tasks that may be assigned or changed at any time.

STATUS: Exempt, Administrator

Prepared by: Jean Hall

Date:

Princeton Theological Seminary reserves the right to amend this position description at any time.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.