



Monmouth COLLEGE®

DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	Controller
PERSONNEL CLASSIFICATION:	Administrative Staff, Full-time - Exempt
DEPARTMENT:	Business Office
POSITION SUPERVISOR:	Vice President for Finance & Business
DEPARTMENT HEAD:	Vice President for Finance & Business

Function of Position: The Controller serves as the College's chief accountant and is responsible for organizing, maintaining and evaluating the College's system of accounting and financial controls. The position has oversight over all accounting, financial reporting and compliance issues. Responsible for assisting Controller and Vice President for Finance and Business with oversight of all finance, accounting and reporting activities. Performs daily accounting functions including journalizing and related reporting, tax and restricted funds accounting, oversees student accounts and cashier activities. Assists with all day-to-day finance operations of the college including financial reporting, grant accounting, payroll, investment and fixed asset accounting, and purchasing. Oversees accounts payable operations and supervises the work of the Accounts Payable Specialist. Assists the Controller in working with the College's external auditors. The Controller is a key member of the College's financial administration team and works across the institution to achieve continuous improvement in the College's financial practices and controls.

Essential Duties and Responsibilities: May include, but are not necessarily limited to the following:

- Provides leadership and supervision of business services administrative duties, including compilation and monitoring of revenue, expenditures, accounts payable, accounts receivable, payroll, cashiering, general ledger, financial aid accounting functions, grants, budgeting, and inventory of the College, as well as day-to-day accounting, and supervising student accounts and cashier activities.
- Directs and supervises the operations of student accounts receivable, including tuition and fees, installment plans, scholarships, student loans, state and federal financial aid.
- Maintains an orderly accounting filing system, accounting policies and procedures, chart of accounts, and a system of controls over accounting transactions.
- Ensures the accurate and timely processing of all accounting transactions and accounting-related processes, including accounts receivable and payroll.
- Directs and controls cash disbursements, including student, vendor, faculty, staff, accounts payable, payroll, and classification of all college expenditures.
- Ensures that all reasonable discounts are taken on accounts payable.
- Ensures that periodic bank reconciliations are completed.
- Ensures that required debt payments are made on a timely basis.
- Performs necessary investment transactions, cash transfers and related functions.
- Issues timely and complete financial and statistical statements and reports relating to state and federal compliance, accreditation, and grant funding agencies.
- Recommends benchmarks against which to measure the performance of the College.
- Calculates and issues financial and operating statements.
- Manages the production of the annual budget and forecasts.

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- Works closely with the College's financial aid department in administering and reporting student loans, scholarships, state and federal financial aid.
- Performs professional functions in the management of the College's financial records and tax filings, ensuring that all accounts are maintained in accordance with the various state and federal requirements.
- Monitors debt levels and compliance with debt covenants.
- Acts as primary liaison with independent auditors, coordinates the annual independent financial audit, prepares or reviews the preparation of various schedules and the gathering of information required for the audit.
- Responsible for reviewing all travel reimbursement requests to ensure adherence to travel policies and procedures.
- Conducts special projects and studies to address decision-making needs of the College, as assigned.
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors and other employees.
- Coordinates the creation and implementation of a strategic plan for the business office functional area.
- Reviews, maintains and evaluates the budget for the business office functional area.
- Produces appropriate reports to coordinate and communicate the College's financial performance and development of the annual comprehensive financial audit report.
- Develops outcomes for the business office functional area, monitors assessment of those outcomes, and develops plans of action for improvement based on the assessment of those outcomes.
- Assists with the development, implementation, monitoring, and revision of policies and procedures relating to the business office functional area.
- Assists with the process for systematic review and evaluation of the business office functional area per the model adopted by the College.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned

Knowledge, skills and abilities: To perform this job successfully, an individual must be able to perform each duty satisfactorily. Bachelor's degree in accounting preferred, bachelor's degree in business with significant course of study in accounting is required. Previous supervisory experience and a minimum of five years of related work experience are required. Experience in higher education or non-profit accounting is desired. Excellent organizational and communication skills are required. Must have strong interpersonal skills and the ability to work collaboratively with staff, faculty, administrators, students, outside parties and board members. Should have proficient Excel spreadsheet and word processing skills. Experience with computerized database programs for financial operations is necessary. Must be able to deal with sensitive and confidential data. Must be able to think strategically, build consensus, and implement results.

Work Relationships: Works directly with other members of the Business Office Staff as well as coordinating efforts with the Vice President for Finance & Business. Directly supervises Assistant Controller, Student Accounts Manager, Accounts Payable Specialist, and campus services area. Daily contact with current students, staff, faculty, alumni, and persons outside the campus community.

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General Expectations of the Position: Work effectively and collaboratively with supervisor, colleagues, and other college staff. Maintain confidentiality. Conduct is expected to be professional and courteous. Work is to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College. Regular attendance at work is an essential function of the job. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

Additions, Amendments and Deletions: The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, department head, or the President.