

CATHOLIC THEOLOGICAL UNION

Employee Position Description

Position:	Controller
Supervisor	Vice President for Finance and Operations
Hiring Administrator	Vice President for Finance and Operations

General Summary

The Controller is responsible to establish, co-ordinate and maintain an integrated plan for the control of the financial operations of CTU and to provide timely reports measuring performance against approved budgets. The Controller works closely with all departments to ensure that the books and records correctly record transactions. The Controller is the supervisor of the accounting/business office personnel.

Essential Duties and Responsibilities

A: Financial Statement Preparation

- ◆ Directs and reviews all accounting entries and adjustments made by staff accountants
- ◆ Preparation of monthly adjusting entries
- ◆ Prepares all investment journal entries
- ◆ Responsible for maintaining and tracking temporarily restricted assets
- ◆ Responsible for monthly balancing of funds with the Development Department
- ◆ Regular reconciliation of all general ledger account balances and resolve reconciling items timely
- ◆ Update formats of statements in the computerized general ledger system
- ◆ Prepares monthly financial statements
- ◆ Prepares monthly financial statement variances from budget or the prior year
- ◆ Prepare all department reports to be sent to department heads
- ◆ Prepares annual budget schedules
- ◆ Responsible for updating the computerized general ledger for the current budget
- ◆ Prepares all work papers required for the yearly audit
- ◆ Responsible for cash management, including all bank reconciliations, cash projections, cash reporting and petty cash management
- ◆ Responsible for monitoring the claim on cash by restricted funds and ensuring restricted gifts are properly used and accounted for

B: Payroll and benefit administration

- ◆ Record payroll activity
- ◆ Prepares annual Workers' Compensation Audit

C: Internal Controls and Protection of Assets

- ◆ Maintenance of adequate records of all fixed assets of CTU
- ◆ Ascertaining that insurance coverage is appropriate

- ◆ Establishing and maintaining adequate internal control policies and procedures
- ◆ Preparation and issuance of standard procedures relating to all records as they affect the accounting function
- ◆ Assisting in the coordination of reporting systems throughout CTU
- ◆ Maintaining all records of leases and contracts

D: Computerized accounting and data base systems

- ◆ Responsible for the ongoing operation of computerized accounting systems
- ◆ Updates account system releases as necessary
- ◆ Preparation of procedures to ensure that all systems are correctly utilized

E: Other Matters

- ◆ Oversees the collection of Accounts Receivable
- ◆ Member of the CTU Financial Aid Committee
- ◆ Member of the International Student Committee
- ◆ Writes procedures for accounting department tasks
- ◆ Prepares enrollment statistics by semester
- ◆ Prepares IPEDS report for Finance
- ◆ Prepares IPEDS report for Human Resources
- ◆ Prepares ATS report Finance
- ◆ Prepares Student Financial Aid Survey
- ◆ Prepares EZ Audit Report
- ◆ Prepares Higher Learning Commission Annual Institutional Update
- ◆ Prepare annual 1099 forms
- ◆ Prepares yearly 1098T forms for students

Knowledge, Skill and Abilities required

Degree in accounting or equivalent experience

Experience in managing an accounting office

Computer skills with databases and computerized accounting systems

Highly organized and able to handle a variety of tasks, often at the same time

January 2021