



Position Title: Assistant Controller
Reports To: Controller
Department: Finance
Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible

POSITION OVERVIEW

The Assistant Controller will support the overall Accounting and Business Office functions of the College. This position will be responsible for enhancing the accuracy of the College's reported financial results and ensuring that reported results comply with generally accepted accounting principles or international financial reporting standards.

DUTIES AND RESPONSIBILITIES

- Assist in ensuring the completeness and accuracy of college accounting records. Maintain a climate of confidentiality
- Assist with all college accounting and financial processes consistent with the requirements of the college's policies and procedures to include timely account reconciliation, and quarterly/year-end financial statements prepared in accordance with GASB/FASB
- Perform/oversee complex general ledger transactions and reconciliations on a timely basis ensuring all adjustments are recorded properly within prescribed deadlines
- Assist with the preparation and review of various tax/compliance filings to include sales taxes, and other regulatory requirements
- Ensure proper, consistent financial accounting methodology, techniques and procedures are in place and used appropriately in the College's operation
- Assist with treasury functions, as needed, and interface/interact with other fiscal areas
- Work closely with the Controller, CFO, and Administration to perform tasks to realize the College's institutional goals and help garner various revenue streams for the College
- Help review and revise the College's financial policies and procedures
- Identify process improvements and best practices
- Build strong relationships with the various departments to ensure they are provided with the tools to make sound financial decisions and recognize trends quickly to ensure departments stay within budget
- Perform daily cash management function
- Other related duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting; Master's degree preferred

- At least five to eight years of progressively responsible business-related/finance activities that, ideally, involved accounting, college/university administration, and financial administration, planning and management
- Must be extremely proficient and knowledgeable with computerized fund accounting software (preferably Great Plains)
- Must be proficient in the use of MS Office programs
- Must be familiar with OMB regulation

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work in a deadline driven environment and possess excellent analytical skills
- Ability to be a forward thinker and excel in a close, team-oriented environment
- Ability to be an effective leader and motivate others
- Ability to make sound decisions and create efficiencies that will positively impact the college
- Ability to communicate effectively (written and verbal)
- Ability to manage multiple assignments and be an effective problem solver

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line.

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please