

# Position: Assistant Controller

## APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

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**Job Summary:** This role is responsible for managing the accounting department, ensuring financial transactions are accurately recorded, generating financial reports, and leading the team to meet departmental goals while aligning with the Business Office's objectives.

**Key Responsibilities:**

1. **Transaction Recording (35%):** Ensure accurate and timely financial transactions, reconcile accounts, and maintain proper documentation.
2. **Financial Reporting & Compliance (25%):** Prepare accurate financial statements for internal and external reporting and maintain records for analysis.
3. **Office & Staff Supervision (10%):** Hire, develop, and support staff to achieve departmental goals, and create personal development plans for staff growth.
4. **Financial Auditing & Compliance (15%):** Oversee internal auditing to ensure accurate transactions and support external auditors during audits.
5. **Accounts Management (5%):** Help manage cash, receivables, and inventories to ensure financial stability and reduce risks.
6. **Other Duties (10%):** Assist the Controller with board reports, support the university Foundation, and perform other duties as needed.

#### Work Environment:

- Schedule: Monday through Friday, 8 a.m. to 5 p.m. schedule with additional hours as required by university and group needs. A work schedule of 40 to 45 hours per week, possible extra hours required at high peak times of the year.
- Physical Environment: Mostly office work with some campus interaction.
- Travel: Minimal, typically for meetings and development activities.

#### Qualifications:

- Education: Bachelor's in Accounting (Master's preferred).
- Experience: 5+ years in accounting with at least 2 years of supervisory experience (experience in private education or not-for-profit is a plus).
- Skills: Strong communication, proficiency in Word and Excel, ability to work in teams, prioritize tasks, and maintain confidentiality. Jenzabar familiarity and CPA preferred.

#### Performance Goals:

- First 4 Months: Timely preparation of financial statements, efficient billing and collections, and process improvements.
- Reviews: Weekly informal check-ins and a formal annual review to set goals for the coming year.

Salary and Benefits: Salary based on experience, with full-time employee benefits.

Additional Information: A more detailed job description will be provided at the time of interview.

This is a full-time, exempt position. This role requires leadership and strong organizational skills.