

Position: 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.

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.

Job Summary: This position oversees the accounting department, ensuring alignment with the Business Office's goals and assists the Chief Financial Officer (CFO). It involves overseeing financial transactions, producing accurate financial reports, and supporting the team while meeting strategic and tactical objectives.

Key Responsibilities:

1. **Transaction Recording (35%):** Ensure accurate and timely recording of university financial transactions, in compliance with GAAP and other regulations. Oversee bank reconciliations, year-end transactions, and proper documentation retention.
2. **Financial Reporting & Compliance (15%):** Ensure accurate financial statements for external and internal use. Maintain the financial accounting system and provide reports to the CFO, including monthly financials and quarterly endowment reports.
3. **Financial Auditing & Compliance (20%):** Support auditing by ensuring accurate transaction postings and providing necessary data for audits. Manage fixed assets and the leased vehicle schedule.
4. **Accounts Management (20%):** Assist the CFO in managing cash reserves and borrowing. Reconcile payroll accounting and review student collections and the Perkins loan program.
5. **Other Duties (10%):** Assist with trustee board reports, university Foundation support, and serve on committees as assigned.

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 50 to 60 hours per weeks, possible extra hours required at high peak times of the year.
- Physical Conditions: Mostly office work with some campus-related activities.
- Travel: Minimal, typically for meetings and development activities.

Qualifications:

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

Performance Goals:

- First 6 Months: Successful audit, timely financial statements, effective student account management, process improvement recommendations, and implementing new fixed asset software.
- Reviews: Informal weekly and formal annual reviews based on goals and objectives.

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.