



We are currently accepting applications for an **Assistant Controller**. This position reports directly to the Controller and is responsible for various Business Office functions that provide a broad range of services to the campus community, such as oversight of accounting functions and reporting; supervise and manage the daily Business Office operations.

Essential Functions

Manage daily Business Office functions including Cashiering, Accounts Payable, Student Accounts, & Payroll

- Responsible for training, supervising and developing staff in areas of cashiering, student accounts, accounts payable, and payroll
- Provide oversight on cash controls, online payments and Payment Card Industry (PCI) procedures and compliance
- Provide assistance and direction in resolving general business and student account issues
- Ensure that business processes are efficient, effective and compliant
- Ensure excellent customer service to all constituencies

General Ledger Management and reporting:

- Responsible for maintenance of G/L accounts
- Oversee regular reconciliation of all balance sheet accounts
- Responsible for overseeing gift accounting and reconciliations
- Reviews and approves journal entries
- Reviews the monthly financial statements
- Prepare variance analyses as needed
- Monitors accounting procedures to assure protection of College assets through internal control procedures

Endowment reporting:

- Reviews all endowment unitization, investment and property transactions, and income allocations
- Reviews investment performance reports
- Prepare trust tax returns
- Reviews gifts, trusts and other endowment transactions to ensure proper classification and use with donor intent

Grant Accounting

- Responsible for financial and budget oversight of grants and keeping accurate records in accordance with the grant documents
- Assist with grant accounting & reporting
- Assist with filing for the federal indirect cost rate

Other Functions:

- Functions as the departmental administrator for the Ellucian financial modules striving for optimal utilization of system
- Work with external auditors for yearly audits. Prepare work papers for year-end audit and retirement plan audit
- Prepare/oversee preparation of yearend tax statements such as W-2's, 1099's, 1098T's

- In the Controller's absence, handles inquiries and makes necessary business office decisions

Additional duties as assigned

Knowledge, Skills, and Abilities

- Must be a self-starter, highly motivated, and capable to work with minimal supervision
- Must demonstrate high professional standards of customer services in execution of duties, including but not limited to, strong interpersonal skills
- Ability to effectively communicate with diverse groups of students, staff, faculty, vendors, and the general public
- Demonstrates ability to develop and implement actions plans and complete large projects
- Solid knowledge of generally accepted accounting principles (GAAP) and financial reporting
- Ability to supervise, train and motivate employees to ensure high productivity
- Ability to understand, apply and research appropriate rule, laws and policies relating to an accounting program
- Ability to analyze financial data
- Ability to work independently and meet deadlines

Qualifications

Minimum

- Bachelor's degree in accounting or closely related field
- Three to five years of accounting, auditing, and business reporting experience
- Two years supervisory experience
- Proficiency with Microsoft office suite
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy

Preferred

- CPA or Master's degree in accounting or related field
- Experience in higher education, or not for profit industry accounting
- Experience with Ellucian/Colleague or large ERP system in an educational environment

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

Candidates meeting qualifications listed above should submit a cover letter addressing their qualifications for the position, a current resume, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. Application review will begin immediately; applications will be accepted until suitable candidates are selected.

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