



We are currently accepting applications for a **Controller**. Working directly with and supporting the VP for Finance and Administration, the Controller is responsible for the oversight of the timely and accurate reporting of financial information for the College and to control and safeguard College assets, including planning and directing of all College accounting functions to include but not limited to, day to day internal and external financial reporting, cash management, budgeting, and fixed asset accounting.

Essential Functions

Management & Supervision

- Provides strong leadership, management, training and development skills while effectively supervising staff and building an effective team.
- Assigns, supervises, schedules and evaluates the work of assigned staff; advises, assists and trains subordinates as necessary; selects new employees and makes decisions regarding the hiring, discipline, transfer, and termination of employees.
- Establishes annual employee goals and development plans and provide regular performance feedback.
- Develops and implements best practice policies and procedures to enhance the College's fiscal management, systems of internal control, oversight, transparency and accountability.
- Consults with and advise key administrators regarding the application of fiscal policies and procedures.

Financial Reporting

- Oversees and maintains the general ledger, financial accounting, and payroll systems.
- Maintains the accuracy of financial information and budget vs. actual variance analysis, and ensures the information is available to all departments and the Board of Trustees on a timely basis.
- Prepares and assists in the presentation of periodic reporting of the financial statements (including the annual audit and supporting schedules) and other management reports of the College, including reports for internal and external users in accordance with Generally Accepted Accounting Principles.
- Prepares all reports for federal and state agencies to ensure timely reporting of all tax related information and returns.

Cash Management

- Prepares monthly and annual cash forecasts and monitors cash flow activity.
- Coordinates cash management process and related tracking with lenders.
- Manages the accounts payable and accounts receivable processes.
- Oversees the accounting for donor gifts according to College policies.

Budgeting

- Oversees the preparation of the annual operating and capital budgets and related financial analysis for review by the President's cabinet, College Budget Committee and Board of Trustees.
- Ensures processes are in place to control costs in a manner consistent with the budget:
 - Purchase order approval process.
 - Actual versus budgeted spending analysis made visible to all departments.

Financial Aid

- Works with the financial aid department in regards to billing, and ensures compliance with College policy and federal laws specified by the Department of Education.

- Communicates financial aid policies and procedures to both students and the campus community.

Endowment / Investments

- Oversees the monthly tracking and reporting of endowed gifts.
- Maintains the unitization model to account for market gains and losses, additions and withdrawals for each endowed fund.
- Assures compliance with the investment policies as defined by the Trustee Investment Committee.

Compliance

- Maintains, and as required, establishes new or revised procedures and process controls.
- Monitors compliance with donor restrictions.
- Prepares and files not-for-profit and other information tax returns for both the College and its various Trusts.
- Prepares annual Department of Education, NACUBO, and IPEDS reports.
- Communicates tuition and fee pricing as established by the Board of Trustees.
- In concert with the Human Resources function, oversees the administration of employee benefit programs including the preparation of reconciliations and timely payment to vendors and plan service providers.

Additional duties as assigned

Knowledge, Skills, and Abilities

- Solid knowledge of generally accepted accounting principles (GAAP) and financial reporting.
- Ability to understand, apply and research appropriate rules, laws and policies relating to all accounting matters and to analyze financial data for strategic decision-making.
- Must demonstrate high professional standards of customer services in execution of duties, including but not limited to, exceptional interpersonal skills (oral and written in English).
- Strong leadership and supervisory skills with the ability to train and motivate employees to ensure high productivity and to provide vision and direction to others.
- Ability to effectively communicate with diverse groups of students, staff, faculty, vendors, and the general public.
- Must be a self-starter, highly motivated, and capable to work with minimal supervision.
- Demonstrates ability to develop and implement strategic actions plans.
- Accuracy and attention to detail, and the ability to work independently and meet deadlines.

Qualifications

Minimum

- Bachelor's degree in Accounting or related field of study.
- Eight to ten years of accounting experience with demonstrated knowledge of all accounting functions and procedures.
- Project management and supervisory experience.
- Automated accounting software experience.
- Proficiency with Microsoft Office
- 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

- Certified Public Accountant.
- Experience in higher education.
- Not-for-profit industry accounting.
- Experience with Ellucian/Colleague software 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.

With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an inclusive community of exceptional learning that challenges the ambitious and forges pathways to success and purpose. To learn more about The College of Idaho, please visit www.collegeofidaho.edu

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce. [Our Representation, Inclusion, and Equity Statement can be viewed by clicking here.](#)