

Controller

Point University is a private liberal arts institution that educates our students within a Christian world-view so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

Description

The Controller manages financial reporting, treasury functions, accounts payable, accounts receivable, payroll, budget administration and audit coordination.

- Responsibility for timely and accurate completion and coordination of monthly financial statements.
- Oversee the preparation and completion of supporting schedules, reports, spreadsheets, monthly reconciliations, and general ledger close.
- Manages the accounts payable, accounts receivable, and payroll functions and leads related staff.
- Work with auditors to coordinate and ensure necessary supporting materials are provided in a timely manner.
- Manage treasury functions, funds transfers, investments, oversee daily transactions receipts and disbursements.
- Administer the operations budget and provide financial reporting
- Manage and develop leadership skills in a diverse service oriented staff.
- Develop and maintain accounting policies and procedures necessary for compliance and efficiency.

Requirements

- Bachelor's degree in finance or accounting from an accredited institution. CPA required.
- Minimum of 5 to 7 years of experience as a Controller preferably in non-profit or education institution.
- Ability to foster open communication and collaboration by creating a supportive environment.
- Strong Word and Excel skills and familiarity with Project, Publisher, and Microsoft Office Suite.
- Excellent communication skills with proven ability to interface with management, students and administrative areas.
- Passion, humility, integrity, positive attitude, mission-driven, and self-directed.