

BELHAVEN UNIVERSITY

Our Standard is Christ

BELHAVEN UNIVERSITY **Controller**

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 940 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

Description of Position

The Controller provides strategic leadership, business acumen, and financial expertise for the University's Business Office. This position partners with internal stakeholders including Deans and Directors ensuring financial disciplines are exhibited and adhered to and, along with external stakeholders including bankers, auditors and regulators, monitors compliance with legal and regulatory requirements and seeks excellence in policy and processes. This role supports financing of students and academic programs through analysis of financial information, and managing cash, debt and the balance sheet. The Controller is responsible for management and implementation of fiscal policies and procedures, accounting operations, financial reporting, audits, and internal fiscal controls of the University. The Controller has a passion for higher education, is motivated to continuously improve systems and processes, and cares deeply about leading and developing people to ensure that all accounting staff is adequately trained and positioned for ongoing professional development while building a resource organization to serve students, vendors and the University community. This position reports directly to the Chief Financial Officer & Vice President of Business Affairs and Campus Operations. This position is located in Jackson, Mississippi and is classified exempt.

Responsibilities

- Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the Business Office's overall goals and objectives, including leading, directing, and overseeing hiring, retaining, mentoring, and supporting of staff members.
- Assists in the development, communication, and implementation of University-level financial policies and internal controls over financial reporting.
- Supports the strategy and leads the deployment and operation of University-level financial systems and related system tools.

- Serves as the Chief Accountant, directing the University's Accounting and Reporting operations, including ensuring consistent adoption of existing and new Generally Accepted Accounting Principles (GAAP).
- Leads the annual financial statement audit, regulatory audits, and other audits by external parties in collaboration with the CFO & VP of Business Affairs.
- Prepares schedules and financial statements for external audit
- Directs internal management reporting, including establishing and implementing accepted allocation methodologies.
- Leads and supports all external financial reporting.
- Supervises and participates in accounting, reporting, and reconciliation of receipts and disbursements; unrestricted and restricted funding, grants, and contracts; fixed assets; capital projects; endowments; student loans; accounts payable; student receivables; annuities; trusts; and, required federal and state fiscal reporting (including all required tax returns)
- Analyzes cash flow and participates in management decisions related to short-term working capital investments
- Develops, maintains, and monitors compliance of internal controls with respect to treasury, revenue, expenditure, payroll, payables, property, and inventory
- Integrates the general ledger, subsidiary ledgers, accounts payable, cashiering, student billing, and human resource/payroll accounting modules with the registrar, director of financial aid, director of student accounts, director of advancement, director of hr/payroll and student development modules within the administrative computer database
- Participates in the development and execution of policies and procedures related to budget and financial planning as assigned
- Maintains understanding of federal and state laws and regulations relevant to the fiscal operations of the University
- Continues relations with banks, bond trustees, external auditors, investment managers, governmental organizations, and professional associations
- Assists in special accounting and finance projects with the CFO/VP of Business Affairs
- Participates in official and ad hoc committee assignments as directed

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

Minimum Qualifications

- Applicants must be able to fully support the University vision, mission and statement of faith and contribute to the spiritual and academic fellowship of the University.
- Collaborative working style with the ability to relate to, develop, and mentor staff members.
- Bachelor degree in accounting or Finance
- At least five years of progressively responsible experience in accounting and financial management
- Thorough knowledge of financial analysis and generally accepted accounting principles, and experience in applying them to organizational operations
- Knowledge of principles of cash management, and the ability to apply them in accordance with established policies on investment funds
- Excellent written and verbal communication skills
- Thorough knowledge of computer databases, spreadsheets (Excel), and word processing (Word), with extensive experience in automated accounting and financial systems
- Experience with capitalization and depreciation of capital assets and capital project management
- The successful candidate will work independently and understands complex relationships between detail (e.g., program and account) and the economic and institutional impact (e.g., big picture budget) of information.

Preferred Qualifications

- Experience in non-profit or higher education setting strongly preferred
- Public accounting experience.
- Advanced degree
- CPA License
- Experience with Ellucian Colleague CRM and Synoptix financial report writing

Compensation

Salary will be determined by the educational background and experience of each applicant. Full-time personnel will be offered access to a benefits package including health, voluntary vision and dental insurance for employee and family, life and disability insurance, annual and sick leave, paid holidays, flexible spending plan, tuition benefits, opportunities for professional development, and a 403b retirement plan.

Application Process

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

Send, or email complete application packet to:

Sheryl S. Vittitoe
Chief Financial Officer & VP for Business Affairs and Campus Operations
Belhaven University
1500 Peachtree Street
Jackson, MS 39202
Email: svittitoe@belhaven.edu

Employment at Belhaven University is contingent upon the results of an independent background check.