

# **BELHAVEN UNIVERSITY**

## **Business Office 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 6,100 undergraduate and graduate students. This includes the 1,000 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.

## **Position Overview**

Belhaven University is seeking a Controller who will be responsible to lead daily financial transactions for the University. Reporting to the Director of Finance, the Controller serves as a trusted partner and financial steward contributing to an accounting team that is responsible for accounts payable, student accounts, payroll coordination, external relationships, and general ledger operations. The Controllershship is central to preserving Belhaven University's financial strength through accuracy, compliance, and operational insight, ensuring that we maintain the highest standards of accuracy, compliance, and internal controls.

## **Functions and Responsibilities**

- Contribute to the Business Office and Student Accounts Receivable workload.
- Participate 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).
- Provide relationship leadership between the University and our Auditors.
- Prepare schedules and financial statements for the annual independent audit.
- Analyze cash flow and contribute to management decisions related to short-term working capital investments.
- Develop, maintain, and ensure internal controls are adhered to with respect to cash management, revenue recognition, expenditures, payables, and capital assets.
- Participate in the development of the annual budget and monthly reporting of budget to actual variances, working across the Institution with Budget Managers with good stewardship of resources, as assigned.
- Maintain understanding of federal and state laws and regulations relevant to the fiscal operations of the University
- Assist in special accounting and finance projects with the AVP and Director of Finance.
- Participate in official and ad hoc committee assignments as directed.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## Qualifications

- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith.  
<https://www.belhaven.edu/about/mission/>
- Bachelor's degree in Accounting with three to five years of progressive accounting experience in accounting
- Thorough knowledge of financial analysis and generally accepted accounting principles, and experience in applying them to organizational operations
- Experience with external audits and financial statement preparation
- 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 have a successful track record of contributing to a clean external audit, as applicable, with no material weaknesses or significant deficiencies. Be a self-starter with an interest in completing the month-end close process within 15 business days with high accuracy. A passion for accurate and timely financial reporting, strong internal controls, and compliance with regulatory reporting, as applicable. A personable finance professional who enjoys high team engagement, professional development, and staff retention within the Business Office.

## Application Process

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

1. Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
2. Resume
3. 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](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.

### **Email complete application packet to:**

Meredith White

Associate Vice President and Director of Finance

Belhaven University

Email: [mwhite@belhaven.edu](mailto:mwhite@belhaven.edu)

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