

## **BELHAVEN UNIVERSITY**

### **Business Office Assistant 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.

### **Description of Position**

The Assistant Controller has the primary responsibility of ensuring that the financial activity of the University within the month, quarter, and year has been recorded in a timely and accurate manner. Responsibilities will include reviewing daily cash activity, approving standard journal entries, and preparing monthly balance sheet reconciliations and internal financial reports. This position works across the Institution, as requested, to provide insight with regard to properly recording financial transactions in each department. The position reports directly to the AVP – Director of Finance and provides supervision for the Cashier, Staff Accountant, as applicable, and the Accounts Payable Coordinator.

### **Responsibilities**

- Leads a timely month-end close process.
- Prepares reconciliations and reviews those prepared by staff.
- Maintains knowledge base of financial accounting policies, regulations, and procedures.
- Ensures all transactions are recorded timely and accurately into the University general ledger.
- Supervises staff to ensure deadlines and goals are achieved.
- Prepares additional financial analyses as directed by the Director of Finance.
- Responsible for the preparation of workpapers for completion of the year-end audit process.
- Assist the Director of Finance and Chief Financial Officer (CFO) with various requests and projects.
- Performs other duties as assigned.
- While performing the duties of this job, the employee is regularly required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to stand; walk; use hands to feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and move up to 35 pounds.

This description 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.

## **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, business or related field and a minimum of four to five years of progressive accounting experience.
- In-depth working knowledge of generally accepted accounting standards, practices and procedures.
- Demonstrate professional work ethic and positive, problem-solving attitude.
- Advanced user of Microsoft Excel and proficient in other Microsoft Office products such as Word, PowerPoint and Outlook.
- Ability to follow verbal and written communications and communicate effectively in a professional and courteous manner.
- Ability to work both independently and collaboratively.
- A strong customer service orientation and an ability to use good judgment, and exercise discretion, is needed.
- Must have the ability to work well under pressure, must have professional demeanor, self-motivated, and flexible.

## **Compensation**

\$53,500 to \$67,500 annually, commensurate with experience.

## **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](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.