

Job Title: Controller

This position is responsible for the accounting operations of the university performing a range of accounting and clerical tasks related to the accounting/finance/business departments. This position will also be responsible for applying generally accepted accounting principles and procedures to prepare accurate and timely financial entries, analyze financial information, and produce timely financial statements and reports for the company.

The position requires solid accounting experience combined with strong analytical skill. The candidate will fit well in an environment that rewards bright, self-starting, energetic, focused individuals with ever increasing responsibility and challenges. The candidate will need to process strong problem solving skills, work ethic, organizational skills, and attention to detail, decision making skills and ability to work with others. This position will support various aspects of the financial cycle including, but not limited to, assisting in various audits, and monitoring various metrics of the business to aide in daily operational decisions. This position also requires general accounting responsibilities, including journal entries, intercompany transactions, account reconciliations and accruals.

Primary Responsibilities:

- Plan, direct, and coordinate all accounting operational functions
- Manage the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results
- Coordinate and prepare internal and external financial statements for the university
- Provide CFO and management with information vital to the decision-making process
- Assist CFO with the monthly and annual operating budget processes for the university
- Assess current accounting operations, offer recommendations for improvement and implementation of new processes for the accounting/finance and the university
- Evaluate accounting and internal control systems and processes
- Evaluate the effectiveness of accounting software and supporting database, as needed
- Oversee regulatory reporting, including property tax filing
- Provide leadership and support to accounts receivable and accounts payable staffs
- Prepare and process payroll for the university
- Provide customer service to all entities (faculty/staff/students) as needed
- Assist in the month-end, quarter-end, and year-end closing processes
- Prepare, review, and analyze monthly financial statements
- Prepare month-end journal entries
- Perform monthly reconciliations
- Assist with tax documentation
- Assist with the preparation and coordination of external audits
- Assist with 1098's and 1099s year-end processes
- Perform data entry, data collection, routine communications with college representatives and employees
- Maintain confidentiality of the University's records
- Other duties as assigned

Qualifications

- Strong data entry skills
- Excellent verbal & written communication skills
- Must be able to work independently with minimal supervisor
- Must be able to research, problem solve and identify solutions
- Strong organizational skills to perform and prioritize multiple tasks easily with excellent attention to detail
- 5 years plus of accounting/controller experience preferred
- Proficient in Excel or various accounting software's
- Intermediate Excel skills
- Strong initiative and great problem solving skills
- Actively seeks opportunities and proposes solutions; forward thinker; Adaptable to the various competing demands/priorities
- Great Plains experience preferred
- Bachelor degrees in accounting/business

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, curriculum vitae/resume, list of references, and any additional information to alena.phelps@cnsu.edu or hr@cnsu.edu . Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.