

Controller (FIN-CON)

Summary: Queens' Controller is a full-time, benefits-eligible position responsible for managing the University's accounting, budgeting, and financial reporting. The position is responsible for endowment accounting and reporting, variance and trend analysis as well as managing the general ledger and account code structures. This position manages monthly, quarterly, and year-end closing processes and external reporting including the financial audit, 990, and NCAA report.

This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay or compensatory time off for additional hours worked.

Essential Duties and Responsibilities:

- Provide oversight to annual external audit processes and compilation of the University's GAAP financial statements.
- Direct monthly, quarterly, and year-end close process, and production of quarterly, periodic, and ad-hoc financial reports, including debt covenants for internal and external users.
- Oversee external reporting including the annual 990 tax return, NACUBO endowment study, and athletic compliance reports (e.g. EADA, NCAA, et al).
- Assist CFO with preparation and management of the University budget. Create and distribute budget templates to operating units; coordinate with managers to finalize budget submissions.
- Oversee and monitor the University's intranet budget reporting portal; responsible for security and access to the portal in collaboration with Information Technology; ensure users are trained on the reporting tool.
- Produce variance and trend analysis work for monthly operating results, comparing to budget and prior year.
- Manage aspects of payroll function and monthly reviews of payrolls.
- Perform endowment and gift accounting functions; serve as primary liaison with outsourced endowment vendor; counsel Advancement department on proper gift accounting and procedures
- Ensure effective accountability and custody of university assets; management and compliance of the University fixed asset system.
- Establish and monitor financial accountability and compliance with internal controls and policies/procedures.
- Develop and communicate to the University community relevant changes to University accounting policies and procedures.
- Ensure technical accounting issues are promptly identified and resolved; serve as a liaison with external professional service firms as needed.
- Periodically assess the efficiency and effectiveness of the chart of accounts, the closing and account reconciliation processes, as well as data compilation tools.
- Oversee, develop and maintain cash management and reporting tools, reports, and analysis. Ensure efficient cash utilization.

- Manage University insurance programs through broker and carrier relationships.
- Maintain a chart of accounts that aligns with organizational hierarchy.
- Coordinate with other departments to ensure their financial data and accounting remains in compliance with Queens' chart of accounts, external reporting, and GAAP account (e.g. grant accounting, student employment reconciliation).
- Set security procedures related to financial data.
- Assist CFO with preparation of materials for senior leadership and Board of Trustee meetings and presentations.

Non-Essential Duties:

- Other duties and special projects may be assigned to meet department and university needs.

Experience, Knowledge & Skills Required

- Active CPA license
- Bachelor's degree in Accounting or Finance
- Minimum 3-5 years of experience in general accounting and financial reporting and analysis
- In-depth knowledge of GAAP accounting
- Excellent computer proficiency and experience with ERP accounting systems
- Strong proficiency in MS Outlook, Word, Excel, and PowerPoint
- Ability to quickly learn and assimilate new systems and information
- Project management experience
- Ability to analytically solve simple and complex problems
- Exceptional follow-up and follow-through skills as well as ability to plan, organize and control large and small projects through to completion
- Ability to collect data, define problems and draw valid conclusions
- Creative, analytical, and detail oriented
- Excellent communication skills, verbal and written, ability to provide clear and efficient communications; ability to communicate with external parties and leadership at the highest levels
- Ability to accept directions on assignments and work with minimum supervision, building support from colleagues where applicable
- Ability to maintain the utmost confidentiality

Preferred Skills/Qualifications:

- Higher education accounting experience
- Experience with Jenzabar ERP system
- Knowledge and experience with payroll processing and compliance

Application Process

Qualified candidates should submit the following via email to hr@queens.edu in (.doc) or

(.pdf) format. Incomplete submissions will not be considered.

1. a **cover letter** addressing the position qualifications and your experience
2. current **résumé**
3. **salary requirements**
4. contact information for three professional **references**.

Be sure to include "**FIN-CON**" and **YOUR NAME** in your email Subject Line.

(**Example: FIN-CON** Shawn Mullin)

Applications received by October 30, 2020 will receive first consideration. Queens will continue to accept applications until the position is filled.

Physical Requirements (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations and use a computer system.
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students.
- *Dexterity, Grasping, Feeling:* Write, type and use the telephone, copier, and computer systems.
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing:* Exert up to 30 pounds for force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Work Conditions

- Work in office environment, involving contact with staff, faculty, vendors, and service providers.
- Work has deadlines, multiple interruptions, high volume and may be stressful at times.
- Occasional requirement to perform work in the evening and/or on weekends to achieve objectives of the position.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and

community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.