**Job Title**: **Assistant Controller**

**Bargaining Unit: Non-Represented/Non-Union**

**Position**: This position assists the Controller in overseeing several functions, such as budget, accounting and business service operations. This position provides financial expertise to various levels of the organization. The Assistant Controller is responsible for assisting in the management of the accounting and financial reporting for the University, including coordinating all accounting functions of the general ledger, capital projects, long-term bonds, fixed assets, payroll and cash. The Assistant Controller works as the primary liaison with external auditors, coordinates the financial year end reports. The selected candidate requires a strong full charge accounting background.

**Job duties include**:

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| Assist the Controller in the supervision of the various business office functions. |
| Supervise the Accounts Payable Manager and Accounts Payable Department which includes addressing and dealing with employee related problems/concerns in those areas, printing checks as scheduled, placing stop payments on checks, voiding checks, and recording manually issued checks, performing a daily audit of the account coding on expenditures submitted to Accounting for processing, working closely with the Purchasing department with SAP transaction processing and assisting departments/offices in research and analysis of any problems or questions related to expenditures posted in departmental budgets. |
| Approves the account codes for all Agency Purchase Requests submitted with the exception of those related to restricted funds. |
| Responsible for the University’s general ledger system (SAP), ensuring the accuracy and integrity and adherence to University, SSHE, NACUBO and GASB principles |
| Responsible for accounting for the University’s Bonds and ensuring that all bonds are reported accurately in the financial statements. |
| Responsible for accounting for Fixed Assets and all University related capital projects in accordance with PASSHE’s fixed assets acquisition and disposal policies. |
| Responsible for monthly cash reconciliations. |
| Responsible for processing monthly journal entries as needed. |
| Interact with the university community as required regarding the financial statement reporting. |
| Responsible for closing the university’s books in a timely and accurate manner and assisting the Controller with the preparation of financial statements. This includes preparation of fiscal year-end journal entries and work papers including auxiliary allocation, compensated absences report, post-retirement benefits expenditures/liabilities, encumbrance of all applicable forms of CU commitments and year-end accounts payable and accruals. |
| Assist the Controller with the required submissions for the yearly audit. |
| Work within the integrated processing systems to extract information for analysis and reporting. |
| Participate in problem solving including the identification and resolution of system interaction problems between various software (i.e. SAP (finance), SCT Power Campus (student information system) and Financier (financial aid system). |
| Performs other duties as assigned by the Controller. |

**Education, Training, and/or Experience:**

Required: Bachelor’s degree in Accounting. Five years of experience with progressive responsibilities.

CPA and/or MBA preferred; Supervisory experience; proficiency in MS Excel, MS Word, SAP finance, SCT Power Campus software.

**Knowledge & Skills, Abilities:**

Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles

Knowledge of automated financial and accounting reporting systems

Knowledge of federal and state financial regulations

Ability to analyze financial data and prepare financial reports, statements and projections

Working knowledge of short and long- term budgeting and forecasting, rolling budgets, and product-line profitability analysis

Strong, business professional writing skills

Strong verbal communication and interpersonal skills

Ability to motivate teams to produce quality materials within tight time frames and simultaneously manage several projects

Ability to relate well to others

***Instructions for Applying:***

*Please send a copy of your cover letter and resume to* [*Hr@Cheyney.Edu*](mailto:Hr@Cheyney.Edu)*.*   
  
\*\*All offers of employment are subject and contingent upon satisfactory completion of all pre-  
employment criminal background checks.