

# Alderson Broaddus University

## Business Office

### Assistant Controller

**Position Overview:** Reporting directly to the Vice President of Business and Finance/ CFO and Controller, this position is responsible for preparation and review of various general ledger procedures in various areas including cash, investments, accounts receivable, accounts payable, long term debt, billing, receipting, payroll, collections, gift and investment allocation, fixed asset records, and grant fiscal management. Responsibilities would entail account analysis, reconciliations, and reporting as well as monitoring accounting procedures and transactions.

#### **Essential Responsibilities and Duties:**

- Assist with management of all accounting systems for the University towards best application of internal controls and best use of staff
- Prepare or review transactions affecting the University's general ledger accounts.
- Prepare various reconciliations of balance sheet accounts.
- Prepare and/or enter journal entries as assigned.
- Prepare various subsidiary ledger reconciliations.
- Prepare various year-end audit schedules as assigned. Work as liaison with independent staff on annual financial audit.
- Manage and supervise business office staff.
- Prepare or review endowment fund transactions and register.
- Maintain mineral royalty data files.
- Reconcile gift/grant revenue accounts with Advancement Office records.
- Provide support as needed in the following areas:
  - Cash Receipting
  - Timecard Data Entry and Payroll Processing
  - Review of account statements with students
  - ID Card creation

#### **Required Knowledge, Skills, and Abilities:**

- Solid understanding of financial records and systems, particularly for fund accounting.
- Proven abilities with computerized financial systems, preferably Datatel Colleague software.
- Strong working knowledge of Microsoft Office products, especially Excel.
- Demonstrated talents in both written and verbal communication.

#### **Education:**

- Bachelor's Degree with emphasis and preparation in Accounting.

#### **Related Work Experience:**

- Work with financial accounting systems.