



## JOB DESCRIPTION

**TITLE:** Assistant Controller

**DEPARTMENT:** Business Office

**REPORTS TO:** Controller

**FLSA:** Non-Exempt

**SALARY:** \$50,000 TO \$65,000

### **POSITION SUMMARY:**

This position reports to the Controller and is responsible for oversight and/or execution of various accounting and business functions of Heritage University. The Assistant Controller works closely with Business Office and Heritage personnel to accomplish the tasks necessary to carry out the daily operations, reconciliations, and recording of financial information. The Business Office is responsible for Financial and Tax reporting. Accounts Payable, Accounts Receivable, Student Accounts, Credit & Collections, Invoicing, Payroll, and other administrative and business functions of Heritage University.

This individual must be self-motivated, able to work with and without supervision, and able to communicate and work effectively with a variety of diverse individuals in a confidential and professional manner. This individual will be required to perform accurate and detailed work in a busy environment that may have pressures of deadlines, large workloads, and interruptions.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

#### **1. Sponsored Project Accounting:**

- Primary backup and supervisor for Payroll Accountant and the payroll functions including but not limited to the accurate and timely processing of each payroll cycle and all Federal and State reporting needs.
- Under the direction of the Controller, assists in preparing and coordinating information to be supplied for audits. Maintains records in a "ready for audit" status.
- Coordinates with Controller regarding cash flow needs and oversees reconciling of general ledger accounts as assigned.
- Works with others in the University to review operations, evaluating the efficiency, effectiveness, and compliance with University policies and procedures and governmental regulations.
- Assist and perform financial analysis as needed by Assistant VP/Controller.
- Assists the Assistant VP/Controller and Director of Business Services as needed, including special projects.
- Assists in the preparation of financial documents required by auditors.
- Responsible for utilizing the computerized accounting system, and proper coding of accounts on an organizational level between operations, and other funds (restricted, unrestricted) using proper fund accounting.

#### **2. General Accounting:**

- Utilizing Heritage's ERP system, properly code transactions to the correct departments and accounts based upon standard fund accounting guidelines and policies.
- Assist with month-end and annual financial reporting processes, including performing account analyses and reconciliations and documenting the results. Engage in special projects as assigned.
- Prepare information for the annual audit and 990 tax return. Prepare other annual and periodic reports as needed.
- Responsible for preparing monthly journal entries, generation of financial schedules and roll forwards of subsidiaries to the general ledger. This includes the monthly/annual cash flow analysis and recording of cash journal entries.
- Assist with yearend annual functions with Payroll on W-2 and/or Affordable Care Act items and other year-end reporting.
- Responsible for managing and administering the accounting and compliance for the 403(b) Retirement Plan.

#### **3. Other:**

- Represent Heritage University in the most positive manner with former and current students, clients, suppliers, and the community. Interact effectively with a diverse group of faculty, staff, students, and customers. Work efficiently, applying the operating practices and policies of the Business Office and the University.
- Uphold the Heritage University Mission Statement.
- Handle confidential and sensitive information with tact, discretion, and in compliance with FERPA regulations.
- Perform other duties as assigned.
- Experience with federal, state, and local grants is desirable.
- Demonstrated ability to communicate effectively with persons of diverse backgrounds and interests is essential.

**POSITION QUALIFICATIONS:**

**Required:**

- Bachelor's degree or equivalent in a business discipline and 5+ years of professional experience in an office or business environment. A combination of 8+ years of relevant education and professional experience can be substituted for the degree requirement.
- Direct experience using Microsoft Excel in a business and/or educational setting. Familiarity with other MS Office suite applications
- Demonstrated understanding of basic accounting and financial transactions

**Preferred:**

- Bachelor's degree in accounting or related field. A bachelor's degree can be substituted for the required work experience.
- Experience working with a computerized accounting system.
- Experience working in a medium or large corporation, agency, or similar office environment.
- Experience working with federal, state, local, and/or private grants/contracts.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Knowledge:** Understanding of accounting principles and concepts. Knowledge of standard business operations and processes, including computerized financial and accounting applications.
- Skills:** Competency in spreadsheets (excel) and word processing programs. Strong background in computerized accounting systems and computer entry. Effective business office skills including written and oral communication. Ability to interact in a professional manner with employees, students, vendors, and other interdepartmental personnel. Must be able to work well with others in a team environment.
- Abilities:** Individuals must be able to work independently and with minimal supervision. Must be able to read and interpret complicated pronouncements, guidelines, and instructions. Must be able to work well with others in a team environment. Must be able to work under pressure and complete deadlines. Must be able to communicate effectively by phone, email, and in person. Requires use of computer and keyboard.

**BENEFIT PACKAGE (benefit eligible is at least .75 FTE):**

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 18 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program
- Additional plan are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

**APPLICATION INFORMATION AND DEADLINE:** Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application Link: [www.heritage.edu](http://www.heritage.edu)

Review of applications will begin immediately and will continue until the position is filled. Position is subject to funding.

Qualified candidates may submit application material to: [HumanResources@heritage.edu](mailto:HumanResources@heritage.edu) or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

*Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.*