



## JOB DESCRIPTION

**TITLE:** Controller  
**DEPARTMENT:** Business Office  
**REPORTS TO:** VP of Administration/CFO  
**FLSA:** Exempt  
**SALARY:** \$75,000 - \$95,000

### POSITION SUMMARY:

Under the direction of the VP of Administration & C.F.O., the Controller directs and manages all the accounting functions of the University. The Controller makes recommendations for improving University-wide financial management, directs financial audits, ensures compliance with state and federal regulations, and provides strong leadership and management skills while effectively supervising staff and building an effective team. Oversees and supervises the accounting department and the multi-fund accounting systems, operating funds, restricted funds, Perkins loan funds, and Plant funds. This position will assist in coordinating the activities within the Business Office ensuring proper use of internal controls and University accounting policies.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, uses, and implements changes in operating practices of the department and Heritage University as needed.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion, and in compliance with FERPA regulations.
4. Prepares monthly internal budget and financial information used for various financial reports for internal and external users.
5. Monitors cash flow to provide information on daily cash position and use of resources for providing cash, maintaining compliance with such resources.
6. Oversees the internal control functions of the University implementing changes as needed.
7. Oversees the internal budget processes to support the CFO in the annual budget process and monitoring of budgets during the year.
8. Oversees the external audit, preparation of annual financial statements, and audit report of the University and the University 403(b) retirement plan. Completes other external reports and oversight as needed.
9. Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the Business Office's overall goals and objectives; directs and oversees the hiring, development, management, and evaluation of staff.
10. 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.
11. Assist with managing and administering the accounting and compliance for the 403(b) Retirement Plan.
12. Ensures compliance and oversight of tax-exempt bond financing and accounting.
13. Responsible for utilizing the computerized accounting system, and coding of accounts on an organizational level between operations, and other funds (restricted, unrestricted) using proper fund accounting.
14. Oversees compliance with federal guidelines and A-133 Audits of States, Local Government, and Non-Profit Organizations and other guides as required. Ensures controls are in place and adhered to across the University and performs internal audit checks and balances as needed to maintain compliance.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other functions as necessary or as assigned.
2. Oversees donor and endowment accounting, annual scholarship budgeting, and spending rate, and coordinates communications with Advancement.
4. Prepares or reviews all governmental tax returns including but not limited to, Forms 941, 990, 5500, as well as Charitable Solicitations filings
5. Supervises and provides annual evaluations for direct reports.
6. Makes recommendations for Business Office and University policies and procedures.

**KNOWLEDGE, SKILLS, AND QUALIFICATIONS REQUIRED:****Knowledge:**

Three to five years of related work experience with increasing responsibilities is desirable. Non-profit accounting is desirable. Knowledge of accounting standards related to not-for-profits and universities; federal, state, and local laws and regulations are strongly preferred.

Knowledge of generally accepted accounting principles (GAAP), government regulations, and industry best practices.

**Skills:**

Effective leader and people manager with demonstrated abilities to mentor subordinates, build strong collegial relationships across all levels of the organization, and lead effective work groups.

Exceptional interpersonal, written, and verbal communication skills.

Proficient in complex accounting systems and possess a strong understanding of the use and potential of technology in the area of financial management.

**Qualifications:**

Bachelor's degree required in accounting, Finance, or related field.

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

- Health Benefits – medical, vision, prescription, and dental
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Programs
- Additional plans are available for purchase. This includes AFLAC and additional life & AD&D 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: [Employment Application](#)

Review of applications will begin immediately and will continue until the position is filled.

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*