

**Baptist University of the Americas
JOB DESCRIPTION**

TITLE: Controller

INCUMBENT:

DEPARTMENT: Business Office

REPORTS TO: Chief Financial Officer

SUPERVISES: Data Entry Assistant

CREATED: July 6, 2022

STATUS: Exempt

BASIC FUNCTION: The Controller will work with the Chief Financial Officer to provide effective control over all financial matters relating to Baptist University of the Americas.

RESPONSIBILITIES/TASKS:

NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.

1. Prepare payroll using semi-monthly pay periods. Manage different pay-groups, ensure proper PTO accruals, and communicate with Paycor.
2. Prepare daily, weekly, monthly, quarterly, semi-annual, and annual reporting package, including comparative reports of GAAP operating results and financial position and variance explanations.
3. Input accurate and timely journal entries.
4. Prepare or review annual audit work papers for the University's outside auditors.
5. Assist in preparing annual audited financial statements.
6. Reconcile accounts (Government, Bank, Student Information System), schedule payments, and write checks.
7. Prepare a daily cash report to be presented to the President and CFO.
8. Manage withdrawals from G5 and inter-account transfers.
9. Calendar and prepare required federal and state reports including, but not limited to, payroll taxes, submission of retirement contributions, and other government forms as required.

10. Assist the Chief Financial Officer in preparing the annual University budget.
11. Prepare annual tax documents: W2's, 1099's, 1098T's
12. Special projects as required.

POSITION EXPERIENCE & ABILITIES:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. Bachelor's degree in Accounting or related field is required and a minimum of two years of accounting experience.
2. High personal integrity and sound personal and professional ethics
3. Requires ability to maintain confidentiality.
4. Must be proficient in Microsoft Office, including Excel, Word, and Power Point.
5. Proficient in an accounting software, Quickbooks, Freshbooks, NetSuite, Financial Edge, Etc.
6. Proficient problem-solving skills is required.
7. Requires ability to communicate effectively both orally and in writing; ability to make presentations and speak in front of groups is preferred.
8. Requires a strong sense of diplomacy and demonstrated success in developing strong collaborative relationships with organizational peers and outside colleagues.
9. Requires recognized ability to meet multiple deadlines by maintaining a high level of organization.
10. Requires demonstrated strong analytical skills, including an ability to synthesize large amounts of information and to focus quickly on the essence of an issue; strong commitment to producing measurable results.
11. A proven strategic/servant leader, dynamic change agent, and mature follower of Jesus Christ with sound spiritual formation habits.
12. Strong organizational, planning, project management, and goal-setting skills.
13. Ability to work effectively with diverse internal and external constituencies, to build broad relationships, volunteer leadership, and establish historical collaborative leadership.
14. Knowledge and commitment on the use of technology to support academic services and programming.
15. Knowledge and commitment to the historical Baptist distinctive; the School's mission, vision, and values; and to a strong appreciation/commitment to advancing biblical higher education.
16. Requires ability to work under minimal supervision with awareness that error may have serious consequence; exercise patience, initiative, and sound judgment following established guidelines.
17. Requires personality in tuned to the requirements of meeting the needs of volunteers, staff, and students. Actively able to demonstrate the ability to establish and maintain effective working relationships with other employees.

18. Requires professional commitment to Christian principles and teachings to perform tasks and responsibilities in alignment with Baptist University of the Americas mission, vision, and values.
19. Requires ability to lift 20 pounds of force occasionally.
20. Requires ability to walk, stand and sit (sometimes for prolonged periods of time); ability to squat, climb stairs, kneel and twist. Requires ability to grasp, push, pull, carry or otherwise manipulate objects.
21. Requires enough good health to properly discharge duties. Employees who have infectious diseases or skin lesions for the duration of the communicability shall not be permitted to work.

POSITION CRITICAL SKILLS:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. Project/Program Management: Effectively direct and integrate all aspects of a project or program; ensure that work progresses toward achieving goals and objectives.
2. Self-management. Demonstrate self-control and an ability to manage time and priorities. Make sound decisions even under pressure.
3. Planning and Organizing. Establish a course of action for oneself and/or others to accomplish specific goals. Plan proper assignments in order to appropriately allocate available resources.
4. Leadership. Create and communicate a clear a vision/goal, gain alignment with appropriate stakeholders, and foster a supportive climate that will achieve the desired results.
5. Communication. Clearly express ideas, either verbally or in writing, to include but not limited to grammar, organization, and structure. Communicate cross-culturally among various cultures.
6. Research. Effectively identify, collect, organize, and document data and information in ways that make the information most useful for subsequent assessment, analysis, and investigation.
7. Willingness to Learn. Promptly assimilate and apply new job-related information and skills.
8. Creative & Innovative Thinking. Develop innovative ideas that provide solutions to all types of workplace challenges by adapting traditional or devising new approaches, concepts, methods, models, designs, processes, technologies, and/or systems. Demonstrate a willingness to take fresh perspectives and risks in his/her thinking and seeking out fresh ideas from a wide variety of sources.
9. Ethics & Integrity. Consistently earn the trust, respect, and confidence of coworkers and students through consistent honesty, forthrightness and professionalism in all interactions, including meeting commitments and promises.

POSITION CRITICAL BEHAVIORS:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. Team Player. Work effectively with others in the organization and outside the formal lines of authority (i.e., peers, students and senior leadership, and the like) to accomplish organizational goals and to identify and resolve problems. Includes considering the impact of your decisions on others.
2. Critical Thinking. Demonstrate the ability to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information as a guide to belief and action

3. Bias for Action. Exhibit the propensity to act or decide without customary analysis or sufficient information to achieve critical goals or objectives. Includes responsible risk-taking.
4. Self-Starter. Demonstrate initiative to take action to achieve goals beyond what is necessarily called for. Includes the ability to work in a less structured environment.
5. Customer Service Orientation. Make efforts to listen to and understand the customer (both internal and external), anticipate customer needs and give high priority to customer satisfaction.
6. Self-Confidence. Demonstrate initiative, confidence in oneself, resiliency and a willingness to take responsibility for personal actions. Have the courage to voice views that are unpopular
7. Thoroughness. Demonstrate the ability to balance an attention to detail with the cost and benefit of doing so.
8. Adaptability. Maintain effectiveness in varying environments, tasks and responsibilities, or with various types of people. Stay agile in the face of change.

BAPTIST UNIVERSITY OF THE AMERICAS VALUES:

NOTE: Baptist University of the Americas follows Christ-centered values administered with professional excellence. Organizational values are critical because they define Baptist University of the Americas (BUA) personality and provide our employees clarity about how to behave.

1. Core Values. Our Core Values are behavioral traits that are inherent in BUA; they are:
 - a. Christ –Centered (Self-sacrificing, forgiving and Biblical)
 - b. Baptist (in identity, and foundation)
 - c. Holistic in our teaching and learning (dedicated to the mission and purpose of BUA in higher education.
 - d. Integrity (with our responsibility and respect toward others)
 - e. Cross-Cultural Competency
 - f. Hospitality (providing customer service, internally and externally)
 - g. Community
 - h. Servant Spirit (humble, treat others with respect, put others first, team player); and
 - i. Passion-driven (dedicated to the mission and purpose of BUA as exhibited by perseverance, reliability, and hard work)
2. Expected Values. BUA also holds all employees accountable for those traits which represent minimum behavioral standards: Honesty, Integrity, Respect for Others, Hardworking, Fair-minded, Accountable, and Responsible.

NOTE: Baptist University of the Americas complies with all the employment provisions of the Americans with Disabilities Act.

The purpose of Baptist University of the Americas job descriptions is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

I acknowledge receipt of this job description.

I acknowledge that I have read this job description and any questions or concerns have been asked and answered to my satisfaction. I acknowledge that I can perform all of the essential functions of this job. I acknowledge that I thoroughly understand the requirements of this job.

Employee Signature

Date