



POSITION ANNOUNCEMENT Controller

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional-age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like, and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, **Controller** for its Accounting Office. This position reports to the Chief Financial Officer and is available immediately upon appointment of a successful candidate. A full complement of benefits are provided including a health care plan, retirement contributions and tuition assistance (self and dependents). The candidate will also receive generous holidays, and vacation and sick days.

Responsibilities for this position include:

- Serve as the chief accounting officer, which includes initiating and issuing standard accounting practices and procedures for all University accounting and regulatory returns.
- Prepare monthly and annual financial statements; prepare other financial analysis as required.
- Maintain overall responsibility for general ledger and authorizes approval of all journal vouchers. Ensure monthly reconciliation of all accounts and a timely annual close process.
- Has responsibility for financial and accounting aspects of various grant and restricted funds. Apply accounting for restricted gifts and scholarships using fund accounting principles.
- Responsible for running the annual audit with the outside auditing firm including subsidiaries, Uniform Guidance audits and loading clearing house data.
- Manage tax responsibilities and assure compliance with all federal, state, and local regulations. Running the preparation of Form 990 and other applicable tax returns.
- Establish and maintain internal controls to protect University resources, prevent and identify abuse, misuse, or fraud.
- Maintain and monitor relationships with banks and other financial institutions.
- Provide proper accounting for debt instruments and compliance with debt covenants.
- Monitor and properly account for University endowment funds and earnings on investments.
- Maintain accounting for capital outlays and fixed asset depreciation schedules.
- Manage account reconciliation process and coordinate with other University departments.
- Complete various external surveys and reports. Oversee appropriate record and data retention procedures.
- Review and interpret technical accounting literature, pronouncements, regulations, and other guidelines.
- Assist in financial planning, forecasting, and annual budgeting.
- Perform other responsibilities and special projects as assigned by the CFO.
- Manage the Accounting office team, providing both technical and developmental training and guidance.
 - Including functions of Accounts Payable, non-student Accounts Receivable, Purchasing, and Accounting
- Oversee Treasury and cash management on a weekly basis.

Expectations for the successful candidate:

- Christian statement of faith and mission fit;
- Bachelor's degree in Accounting, Business Administration, or similar/relevant field and/or equivalent experience;
- Five to seven years successful professional accounting experience as Controller, Assistant Controller, Accounting Manager or Senior Auditor;
- Commitment to positive customer service for internal and external constituents;
- Ability to prepare and maintain complex and detailed financial worksheets and reports;
- Ability to provide immediate and accurate information and perform ad-hoc analysis;
- Ability to multi-task a myriad of assignments and projects;
- Ability to take initiative and work with minimal supervision;
- Outstanding oral and written communication skills;
- Willingness to work an altered or extended schedule when projects or deadlines require;
- Excellent proficiency with personal computer applications such as Microsoft Excel and Word;

- Master's degree and/or CPA license (preferred);
- Higher education related work experience (preferred);
- Experience with Ellucian Colleague, Synoptix Report Writing, or similar (preferred);
- Personal commitment to Jesus Christ. • Alignment with Church of the Nazarene values.

Organizational Expectations

All employees must uphold Church of the Nazarene values, including prayerful dependence, humble posture, collaborative work, and a growth mindset. Characteristics such as cooperation, accepting direction, punctuality, and openness to feedback are essential

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs> . Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University is committed to fostering a non-discriminatory campus environment in which community members can learn and work. MVNU prohibits discrimination on the basis of race, sex, age, color, national origin, disability, marital status, or military service in the operation of all University programs, activities, and services. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination. The University maintains the right, with regard to its lifestyle covenant, employment, and other matters, to uphold and apply its Christian beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity to the fullest extent permitted by law. Thus, MVNU attempts to make all policies and decisions within the doctrinal and moral convictions of the Church of the Nazarene (e.g., Articles of Faith, Covenant of Christian Conduct including the Statement on Human Sexuality and Marriage, Covenant of Christian Character, and the Statement on Discrimination, 915).