



## **POSITION ANNOUNCEMENT**

### **Assistant 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, **Assistant Controller** for its Accounting Office. This position reports to the Controller 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:**

- Maintain financial and accounting aspects of various grant and restricted funds.
- Supports the Controller in overseeing financial operations, ensuring accuracy in financial reporting, and maintaining internal controls.
- Assist with monthly and annual financial statements; prepare other financial analysis as required.
- Assist with monthly reconciliations.
- Support maintenance of the general ledger and authorizes approval of all journal vouchers. Ensure monthly reconciliation of all accounts and a timely annual close process.
- Assist with the annual financial audit process.
- Assist with tax preparation and compliance tasks and assure compliance with all federal, state, and local regulations. Running the preparation of Form 990 and other applicable tax returns.
- Oversee functions of Accounts Payable, non-student Accounts Receivable, Purchasing, and Accounting
- Oversee Treasury and cash management on a weekly basis.
- Identifying areas for process improvement within the accounting department and implementing solutions.
- Perform other responsibilities and special projects as assigned by the Controller.

#### **Expectations for the successful candidate:**

- Christian statement of faith, experience, and mission fit.
- Personal commitment to Jesus Christ.
- Understanding and alignment of the heritage, doctrine, and practices of the Church of the Nazarene.
- Bachelor's degree in Accounting, Business Administration, or similar/relevant field and/or equivalent experience;
- Three to five years successful professional accounting experience as Controller, Assistant Controller, or Senior Accountant.
- 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.
- Higher education related work experience (preferred).
- Experience with Ellucian Colleague, Synoptix Report Writing, or similar (preferred).

#### **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.

The University offers a **comprehensive benefits package**, including:

- Medical, dental, vision, and life insurance
- Short- and long-term disability coverage
- Ancillary benefits to support overall well-being
- Retirement plan contributions
- Tuition assistance for employees and their dependents
- Generous paid holidays, vacation, and sick leave

To be considered for this position, please email a resume to [MVNU.Recruiting@mvnu.edu](mailto:MVNU.Recruiting@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/Recruiting  
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)

