



Andrew College

1854

POSITION DESCRIPTION

JOB TITLE: Controller

REPORTS TO: Chief Financial Officer

DEPARTMENT: Business Office

START DATE: Immediately

CLASSIFICATION: Full Time Staff

SALARY: TBD

General Function:

This position has the primary responsibility of managing budgeting for the entire College. In addition, be responsible for all accounting and general ledger activity. This position will report directly to the Chief Financial Officer (CFO).

Duties and Responsibilities include, but are not limited to the following:

- Prepare and manage revenue and expense budgets for all College departments.
- Approve purchase orders, approve cash disbursements, approve payments on invoices.
- Manage the College general ledger and account structure. Create or approve journal entries.
- Produce or approve year end financial statements.
- Provide other financial reports as required by government agencies, foundations, etc.
- Produce tax reports required by the IRS or state agencies
- Manage year end financial audit process.
- Manage banking services vendors.
- Other duties as assigned.

Minimum Requirements:

- A degree in accounting or 2 years experience public accounting, or accounting related business experience (preferred).
- Proficiency with Microsoft excel.
- Experience in non-profit accounting and a CPA (desirable).
- Must pass a background and credit check.
- Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.

Working Conditions:

Office environment with minimum 25 lbs lifting required. Flexible office hours to include evenings and weekends.

Applicants should submit a cover letter, resume, unofficial transcript(s) & three references with telephone numbers to:

Jennifer Mitchell, Director of Human Resources
jennifermitchell@andrewcollege.edu

Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.

Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its employment policies.