

WILBERFORCE UNIVERSITY



Job Posting

Posting Date: January 24, 2011

Closing Date: Open Until Filled

Assistant Controller

POSITION DESCRIPTION: Wilberforce University invites applications and nominations for the Assistant Controller position reports directly to the Controller. The Assistant Controller has management responsibility for accounting and financial operations including general accounting, accounts payable, and cash. This position works closely with other members of the Controller's staff to document processes and procedures, support the resolution of major campus wide financial problems, and minimize risk across campus. The position works closely with senior campus managers including vice presidents, directors, grant business directors who have authority for financial accounting, reporting, and control functions.

OVERALL RESPONSIBILITIES: Provide support and direction to accounting staff as needed; Updating documentation of policies and procedures; Provide oversight and direction of account reconciliations as assigned. Produce periodic and ad hoc financial reports and schedules as requested; Provide assistance to the annual external audit process and compilation of financial statements in accordance with GAAP; Provide support to monthly and fiscal year end closing processes; Ensure proper and consistent financial accounting methodology, techniques, and policies are adopted in University operations; Provide support for campus events as needed; Represent the Business Office in meetings when the Controller is unavailable to present information or reports.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES: Bachelor's degree in accounting/finance required. Preference given for CPA, CIA candidates; Experience with account reconciliations & compilation of financial statements; Experience in financial systems and process documentation; Substantive and progressively responsible management experience in accounting; High degree of organizational skills, accuracy and flexibility able to multi-task; Experience in a business office environment with excellent assessment and verbal and written communication skills; Ability to attain resolution through tact, diplomacy and adaptability.

MINIUM QUALIFICATIONS: Bachelor's Degree in Accounting/Finance; Supervisory experience in business office; Substantive and progressively responsible experience in Business Office setting; Experience with compilation of financial statements, and account reconciliations; Experience with Microsoft Office (Excel, Access, Word). Salary Range: \$45,000—\$55,000 depending on experience.

APPLICATION: The application review will continue until the position is filled. Apply online at www.wilberforce.edu and click jobs@wu. Application materials include the letter of application summarizing capabilities and experience, resume and three professional references. The search is confidential and references will not be contacted until the applicant is notified.

Under separate cover, forward official transcripts to Office of the Human Resources, Wilberforce University, 1055 N. Bickett Road, Wilberforce University, Wilberforce, Ohio 45384.

THE UNIVERSITY: Founded in 1856, Wilberforce University is America's first private, coeducational University established to educate men and women of African descent; and is closely affiliated with the African Methodist Episcopal Church. Today, Wilberforce is a well respected private, residential liberal arts university with a clear mission, core values and vision for the future and is a noted pioneer in the Co-operative Education Movement.

Wilberforce awards the Bachelor of Arts and Bachelor of Science degrees in the areas of business, engineering and computing science, humanities, natural sciences, and social sciences; as well as the Master of Rehabilitation Counseling degree. The University is located in Wilberforce, Ohio, a community readily accessible to the Dayton, Cincinnati and Columbus metropolitan centers' social, professional and cultural amenities and airports.

Wilberforce University is an Equal Opportunity Employer