



RANDALL
UNIVERSITY™

Controller

Randall University's Purpose, Vision, and Core Values:

Purpose: "Seeks to prepare students to serve the Lord Jesus Christ, both in the Church and society at large."

Vision: "Equipping Men and Women to Make a Difference."

Core Values: "To challenge the students to serve Christ with integrity, show respect without exception, and shoulder responsibility without excuse."

Purpose: The Controller reports to the Chief Financial Officer of Randall University. This position is responsible for the accounting functions of Randall University including accounting, audit, insurance, payroll, financial aid oversight, assist with budgeting, accounts payable, and limited human resource responsibilities.

Responsibilities:

- Ensure accounting functions such as payroll, bank reconciliations, accounts payable, journal entries, account balance reconciliations are completed as required.
- Assist with budget preparation, including operations and capital budgets.
- Assist with annual audit process and compliance.
- Vendor payment processing.
- Expense reimbursement and enforce compliance with financial policies of Randall University.
- Implements financial procedures and standards.
- Oversees the Financial Aid staff and assist the FA staff when needed with financial aid compliance, processing, and student aid policies
- Reports to the Chief Financial Officer.
- Establishes and maintains effective communications and collaborative working relationships with university administrators, faculty, staff, and students.
- Other finance/accounting functions as required.

Qualifications

- Certified Public Accountant (CPA) designation is required.

- Relevant university education to the professional accounting designation (Bachelor of Business Administration, Accounting, Finance, Economics, or Masters of Business Administration (MBA).
- At least 3 years of progressively increasing accounting and finance experience.
- A strong background of managing staff and promoting a positive workplace culture.
- Demonstrated competence with Microsoft Office applications (Word, Excel, PowerPoint).
- Strong attention to detail and the ability to manage a large number of tasks simultaneously.
- A knowledge and appreciation of Randall University's mission, vision, and understanding of Christianity as well as the Free Will Baptist denomination.
- Strong oral and written communication skills.

Working Conditions:

- This is a Full-time position with hours normally 8am to 5pm each weekday. However, irregular hours and extended hours may be required from time to time due to University events, special projects, and emergencies.
- The work is performed in an office environment.

Salary:

- Varies depending on qualifications, experience and will be negotiated at time of offer of employment.

Benefits:

- Health insurance for employee, spouse, and children is available
- 3% contribution by Randall University through a 403B
- Life insurance and long-term disability available
- Health insurance subsidy available for those that do not sign-up for university sponsored health insurance
- Vacation and sick leave available
- Reduced work hours in June and July