Saint Michael's College
Job Description

Job Title: Assistant Controller

Department: Controller's Office/Finance

Supervisor or Manager: Shirley Goodell-Lackey, Controller

Date Created: 06/29/2011
Last Revised: 06/29/2011
FLSA Status: E

It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• Assistant Controller will provide support and back up to the Controller and will provide supervision and support to the Controller’s Office staff.
• Complete the monthly pooled income fund allocation work papers and post monthly entries.
• Assist in preparation of the annual tax returns, Form 990 & Form 990T.
• Prepare required schedules, analyses and footnotes for year-end financial statements, financial audit and A-133 federal funds audit.
• Maintain a working knowledge of generally accepted accounting principles and applicable laws and regulations; review/create policies, procedures or documents to ensure compliance.
• Exercise judgment in revising and maintaining accounting procedures and in the preparation of statements, reports or surveys and in making decisions that limit potential liability to the College.

Essential Duties and Responsibilities:
• Assist in the development or revision of internal accounting and control systems to maintain the integrity of financial statements and document those processes.
• In conjunction with the accounts payable specialist and other campus departments, ensure compliance with State of Vermont escheat property rules. Review the schedule of abandoned property and ensure appropriate and timely payments are remitted to the State of Vermont.
• Records cash activity for Perkins loans and reconcile Campus Partners records to the general ledger. Works with Administrative Assistant to ensure compliance with program regulations, reconciles Perkins advances and new loans between Financial Aid, the general ledger and Campus Partners for each semester. Timely reconciliation of the spring semester activity to ensure Campus Partners year end reporting for the FISAP is accurate.
• Review credit bureau reporting statistics relating to recoveries for both Perkins loans and tuition accounts. Support Administrative Assistant with issues around judgment accounts, settlements and questioning Campus Partners or credit bureaus to understand the facts and relevant issues to determine appropriate action on an account.
• Track financial aid to non-resident aliens to ensure compliance with IRS and State reporting and payment obligations.
• Position will provide assistance with grant work from application to determining compliance with A-133 and review of the indirect cost rate calculation. Review of grants monthly reconciliation and provide other assistance filing grant related reports as necessary with the Senior Staff Accountant.
• Position will provide back up for the following functions: setting up new designations for Institutional Advancement, reconciliation of cash, general ledger import of development activity into the general ledger and fixed asset accounting.
• Prompt response to inquiries from internal or external parties that are accurate and courteous.
• Explain accounting transactions and resolve accounting issues and discrepancies with College personnel.
• Reconcile and post monthly or annual expense accruals and revenue deferrals to include year end allocation of tuition between fiscal years. Responsible for the tuition, room and board reasonableness test for the annual audit and the provision for doubtful accounts.
• Ensure gift annuity payments are made on a timely basis and preparation of 1099R year end tax reporting. Provide assistance to Institutional Advancement setting up new charitable gift annuities and proper accounting treatment of terminated agreements.
• Works with the Director of Study Abroad on special programs/study tours to establish accounts, set AR codes, assist with procedures manual and budget template and work closely with program coordinators/faculty.
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- Assume responsibility for maintaining the building allocation spreadsheet year end depreciation allocation calculation.
- Responsible for updating of continuing disclosure bond tables and distribution prior to deadline.
- Maintain relationship and correspondence with State Street bank, the College's investment custodian, in reference to gifts, policies, form completion and transfers as this position will assist the Controller with processing investment transactions.
- Update all signature cards with all investment managers, consultant and custodian.
- Perform accounting research in literature and the standards to ensure proper accounting treatment.
- Prepare analysis to determine capital versus operating lease treatment.
- Provide assistance to the Controller to implement E-payment software, PCI compliance, ACH vendor payment through Datatel and other projects that involve the Finance Office.
- On a quarterly basis, work with Human Resources to reconcile the pension assets from the custodian statements to the participant records.

Secondary Responsibilities:
- Maintains general knowledge of operations in subsidiary system to include payroll, accounts payable, accounts receivable, financial aid and institutional advancement.

Positions Supervised:
- Although not directly managing the staff accountant, senior staff accountant or administrative assistant, this position is influential in daily tasks, processes, procedures and performance evaluation.

Major Contacts:
- All members of the Finance Department
- Manager of Card Services
- Payroll staff
- Physical Plant director and managers
- IT staff
- IA staff
- Student financial services staff
- Department managers/supervisors
- Bank personnel
- Investment custodian personnel
- Manager and staff of the College's audit firms

Demonstrates Excellence:
- Shows strong commitment to Saint Michael's College and its mission.
- Has strong analytical and problem solving skills.
- Has thorough knowledge of business office policies and procedures and continually reviews those procedures for efficiencies.
- Has ability to prioritize work, operate independently, works quickly and efficiently in a sometimes stressful environment.
- Maintains good working relationships with faculty and staff to gather and provide financial and policy information in a professional manner keeping in mind the reputation of the department.
- Demonstrates good oral and written communication skills.
- Maintains confidentiality of student and employee information.
- Ability to supervise and train employees and students workers, ensure their compliance with College policies and procedures and discipline as necessary.
- Works well as part of a team by assisting and supporting others in department.
- Demonstrates flexibility in work schedule.

Education and Work Experience:
- Bachelor's Degree
- 5-7 years experience directly related to the duties and responsibilities specified. Previous experience in the public accounting field is highly desirable. Proficiency in use of software applications especially spreadsheet and word processing. CPA is high desirable
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**Analytic Skills:**
- The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation is required.

**Language and Literacy Skills:**
- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

**Computer/Technology Skills:**

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**Licenses, Certifications and Other Requirements:**
- CPA Licensure Preferred

**Physical Demands:**
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range

While performing the duties of Assistant Controller, the employee is occasionally required to lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Employee should be able to work extended hours during periods prior to Board of Trustees meetings and during the annual audit

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.