

JOB CLASSIFICATION: Exempt, Full-Time Staff

SCHEDULE: Business Operating Hours with additional evening/weekend hours as needed

LOCATION: Manhattan Campus

COMPENSATION: Pay grade 14 (\$66,914 - \$108,735) Actual pay offered will be based on relevant professional experience and education.

REPORTING RELATIONSHIP: Vice President of Operations

PRIMARY ACCOUNTABILITIES:

Reporting to the Vice President of Operations, the Controller serves as the College's senior accounting officer and provides hands-on expertise for accounting, financial reporting, compliance, cash management, grants accounting, and internal controls. The position is responsible for the accuracy and integrity of the general ledger; timely monthly and year-end close; preparation of financial statements and required reports; audit coordination; and compliance with generally accepted accounting principles, Governmental Accounting Standards Board requirements, applicable laws, Board policy, and institutional procedures. The Controller serves as the primary financial advisor to executive leadership, providing day-to-day financial analysis, budgeting support and key financial information to inform long-range forecasting and other high-level financial decisions. The Controller supervises the Business Office Accounting Manager, who oversees the accounts payable and accounts receivable functions, to ensure accurate, timely, and well-controlled daily business office operations.

ESSENTIAL RESPONSIBILITIES:

- **Accounting Leadership & Financial Reporting**
 - Maintain the integrity of the College's accounting records and chart of accounts, including the general ledger and subsidiary ledgers.
 - Lead monthly and fiscal year-end closing processes, including preparation, review, and approval of journal entries, accruals, reconciliations, and supporting schedules.
 - Prepare accurate and timely financial statements, budget-to-actual reports, cash reports, and other financial analyses for executive leadership, auditors, regulators, and other authorized users as needed.
 - Provide accounting data, historical trends, variance explanations, and technical guidance to support executive leadership in annual budgeting, multi-year forecasting, capital planning, debt analysis, and financial decision-making.
 - Implement and maintain accounting policies, procedures, documentation standards, and closing calendars that promote accuracy, consistency, timeliness, and accountability.

- **Financial Operations & Cash Management**

- Reconcile or review reconciliations of all College and Foundation bank and investment accounts; investigate and resolve discrepancies promptly.
- Monitor daily cash activity and liquidity, execute approved cash transfers, and provide reliable cash-position information to the Vice President of Operations and other members of executive leadership as appropriate.
- Review accounting entries, payment activity, receivable activity, and reconciliations for proper authorization, coding, documentation, and compliance with budgetary and legal requirements.
- Maintain accurate fixed-asset accounting records, capitalization and depreciation schedules, and related reconciliations in accordance with GASB standards and institutional policy.
- Partner with the Business Office Accounting Manager to establish effective transaction workflows, review controls, cross-training, and timely completion of accounts payable and accounts receivable processes.

- **Compliance, Audit & Internal Controls**

- Perform routine accounting analysis of internal controls that safeguard assets, support reliable reporting, provide appropriate segregation of duties, and ensure compliance with federal and state law, Board policy, GAAP, and GASB requirements.
- Serve as the primary accounting liaison for annual audits of the College and Foundation; prepare schedules, coordinate supporting documentation, respond to requests, and lead remediation of audit findings.
- Prepare or review required federal, state, and local financial and tax reports and retain complete supporting records.
- Monitor changes in accounting standards and regulatory requirements and recommend necessary changes to executive leadership on best accounting practices, systems, and documentation.

- **Grants, Foundation & Student-Related Accounting**

- Maintain accurate grant accounting records, review expenditures for allowability, reconcile grant activity, support drawdowns and reporting, and coordinate with grant owners to meet EDGAR and other applicable requirements.
- Maintain the Foundation's accounting records and prepare timely financial statements, reconciliations, schedules, and audit support in accordance with applicable accounting standards and approved agreements.
- Reconcile student accounts and financial aid activity to the general ledger and coordinate with Financial Aid and Student Accounts staff to resolve discrepancies and support compliant disbursement and return processes.
- Provide technical accounting guidance, training, and backup support to Business Office staff while maintaining clear accountability for transaction processing and supervisory responsibilities.
- Perform other duties as assigned by the Vice President of Operations.

SKILLS/QUALIFICATIONS:

- Bachelor's degree from a regionally accredited institution in accounting, finance, or a closely related field required.
- CPA or CMA certification and/or a master's degree in accounting, finance, business administration, or a related field preferred.
- Minimum five years of progressively responsible accounting experience, including general ledger, financial statement preparation, reconciliations, year-end close, and audit support; governmental, nonprofit, fund accounting, or higher education experience preferred.
- Thorough knowledge of GAAP, GASB, governmental or nonprofit fund accounting, internal controls, financial reporting, audit preparation, grant accounting, and computerized accounting systems.
- Demonstrated ability to work directly in detailed accounting records while identifying broader risks and trends for executive leadership.
- Ability to analyze situations within policy and legal frameworks.
- Ability to define problems, collect data, establish facts, and draw conclusions.
- Willingness to make decisions as necessary and appropriate in accordance with established policies and procedures.
- Demonstrated ability to maintain confidentiality of privileged information and professionalism at all times.
- Self-starter who takes initiative to effect positive change, working independently and in a team environment.
- Proficiency in computer applications including Microsoft Office.
- Strong oral and written communication skills.
- Strong organizational skills, with exceptional accuracy and attention to detail.

PHYSICAL DEMANDS:

- Ability to sit and/or stand for extended periods.
- Ability to read screens, print materials and communicate effectively via mail, email, phone and in-person.
- Ability to work occasionally evenings or weekends as needed.
- Ability to lift and move supplies up to twenty-five (25) lbs.

WORK ENVIRONMENT:

- Professional and deadline-oriented environment in an educational setting.
- Regular interaction with students, staff, faculty, administration, and guests.

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

- 1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institution requirements.**
- 2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.**
- 3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situation.**
- 4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.**
- 5. All ‘offers of employment’ are subject to criminal background check prior to employment.**