

## **Job Announcement**

# **Controller**

### **SAINT VLADIMIR'S ORTHODOX THEOLOGICAL SEMINARY**

575 Scarsdale Road, Yonkers, NY 10707

**Location:** Yonkers, NY

**Position Type:** Staff

**Status:** Full-Time

### **Job Description:**

The controller position is a full-time position, working five days per week (M-F) during the normal working hours as stated in the Employee Handbook. This person reports directly to the chief financial officer, and on a daily basis works closely the bookkeeper, Advancement, and SVS Press and Bookstore personnel.

The controller demonstrates in-depth knowledge of fund accounting principles. This officer develops and administers accounting policies and procedures to maintain the fiscal integrity of the Seminary.

The controller provides leadership and assumes the responsibility for all fiscal period close processes. The administrator addresses tight deadlines and a multitude of activities including financial reporting, year-end closing, and audit activities.

Since the controller has contact with senior-level administrators, the external auditors, and external agencies, strong interpersonal communication skills, both written and verbal, are required.

### **Specific Responsibilities Include:**

- Establishing and monitoring internal controls for areas of responsibility. This includes documentation of all key processes and regular review of the documentation for updates and monitoring to ensure that staff is performing the documented processes.
- Independently preparing accurate annual financial reporting, including the annual financial report and additional quarterly and monthly reports
- Coordinating with the director of recruitment and admissions on student financial aid to ensure that financial aid is properly disbursed in accordance with financial aid awards letters
- Coordinating with the registrar to perform semester billing for all student programs
- Collaborating with institutional research to prepare the IPEDS report and overseeing preparation of the ATS annual institutional report

- Supervising audit coordination and document preparation for the year-end financial audit, including review of the auditor checklist and preparation of all audit work papers, confirmations, and schedules as requested by the external auditors
- Maintaining overall responsibility for general ledger that includes review and analysis of all ledgers to ensure accuracy in financial reporting including compliance with GAAP
- Maintaining overall responsibility for operation of the Finance Office, which includes daily cash receipting, student accounts, collections, and all receivables for the Seminary; working with other departments such as Registrar and Financial Aid on common issues regarding policy or procedure
- Maintaining overall responsibility for expense process and policy; ensuring timely payment of vendor invoices after obtaining proper approvals from department managers
- Preparing and reviewing weekly cash flow projections and informing senior management of any potential deficit conditions
- Reviewing and ensuring the accuracy of general ledger reconciliations that have been prepared in a timely manner and in accordance with the Seminary's policies
- Reviewing and submitting semi-monthly payroll after input by database manager
- Other duties as assigned from time to time

### **Qualifications & Requirements:**

- Bachelor's degree in accounting or finance
- Minimum of 10 years of progressively responsible accounting experience
- Knowledge of automated accounting and reporting systems and proficiency with Microsoft Excel, word processing software, query/report writing, and data maintenance
- Excellent interpersonal, customer service, organizational, and oral and written communication skills
- Ability to work effectively in a team environment as well as independently with little supervision
- Ability to maintain confidentiality
- CPA license *preferred*
- Experience with Blackbaud Financial Edge *preferred*
- Experience in higher education setting *preferred*

### **About**

Saint Vladimir's Orthodox Theological Seminary is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities, and protected veterans are encouraged to apply.

Please note, all candidates selected for an offer of employment are subject to pre-employment background checks, which may include but are not limited to, based on the role for which they have been selected: criminal history, education verification, social media review, motor vehicle records, credit history, and professional license verification.

To apply, please send cover letter and resume to Melanie Ringa, Chief Financial Officer, at [mringa@svots.edu](mailto:mringa@svots.edu).