



Controller

About Erskine College

At the heart of Erskine College is its Christian identity. The college's mission is to equip students to flourish by providing an excellent liberal arts education in a Christ-centered environment where learning and biblical truth are integrated to develop the whole person.

Description

The Controller works under the direct supervision of the Chief Financial Officer. Duties will involve all areas of financial activity including general accounting, investment accounting, fixed assets, budgeting, reporting and compliance.

Responsibilities

- Embrace, support, and promote Erskine College's Christian mission and philosophy of Christian higher education and support the ministry efforts of the institution within the Business Office.
- Direct and coordinate the daily operation and management of the Business Office. This includes, but is not limited to, cash management, accounts payable, accounts receivable, payroll, loans and collections, general ledger, fixed assets, and endowment management.
- Responsible for the maintenance and on-going improvement of the institution's internal control system, processes, and procedures.
- Assist in maintenance of the general ledger including month end close. Perform account analysis and reconciliation. Prepare journal entries for corrections and accruals. Verify general ledger balances to subsidiary ledgers and outside reports. Verify that all activity has been recorded properly.
- Assist in the preparation of monthly, quarterly, and annual financial statements.
- Compliance with federal and state regulations, internal control, integrity of accounting system and federal grant reconciliation.
- Prepare timely annual analysis for audit.
- Prepare internal and external reports as required.
- Perform other duties as needed

Qualifications

- A personal relationship with Jesus Christ
- Commitment to Erskine's vision and mission

- Willingness to offer spiritual support to students and staff
- Bachelor's degree in accounting.
- At least 3 years of experience in financial reporting including month end closing. Experience in higher education or non-profit preferred.
- Thorough understanding of financial data security and confidentiality.
- Working knowledge of GAAP.
- Proficiency in Microsoft Office Suite, particularly with Excel. Experience with Microsoft Dynamics GP preferred.
- Experience with Not for Profit and Fund accounting.
- Strong financial analysis and problem-solving skills.
- Strong attention to detail.
- Strong communication skills.
- Ability to complete tasks timely and meet deadlines.
- Ability to work in a team-oriented environment.

Application Process

To ensure full consideration, interested candidates should complete the online application, which can be found [here](#). In addition, please provide the following:

- Résumé
- Cover letter
- References (at least three)