

Controller – Portland

Hours: 40 hours/week (1.0 FTE)

Accountability: Vice President of Business & Finance

Position Summary: This role provides accounting and financial reporting leadership while ensuring compliance with applicable Federal and State regulations. The Controller is responsible for the development and implementation of accounting policies, procedures, and controls. The Controller manages the accounting functions of the institution including general ledger, accounts payable, accounts and loans receivable, cash receipts, gift accounting, financial reporting, audit coordination and accounting systems operations.

Essential Duties/Functions:

- Lead and mentor the business office team, including hiring, training, and performance evaluations for the Accountant, Analyst/Accounting Assistant, and Mail room clerk.
- Establish and maintain effective internal controls to safeguard assets, ensure data accuracy, and prevent fraud.
- Prepare accurate and timely financial statements, including income statements, balance sheets, and cash flow statements, adhering to generally accepted accounting principles (GAAP) for nonprofit organizations.
- Provide financial reports as needed to the VP-Business & Finance, ELT, the board of trustees and other stakeholders.
- Manage cash flow, including cash forecasting, working capital management, and investment of funds in line with the Investment Policy.
- Monitor and prepare monthly bank account reconciliations.
- Work with the VP-Business & Finance to prepare the Seminary's annual budget. Direct the budget development process by working with HR, and all budget areas to ensure successful budget implementation.
- Coordinate quarterly budget reviews with ELT and Directors to identify financial trends, opportunities, and potential risks due to significant budget variances.
- Oversee grant accounting, including tracking grant funds, compliance with grant requirements, and reporting to funding agencies.
- Oversee inventories, receivables, payables, estates, trusts, endowments, annuities, restricted gifts and banking



- Coordinate external audits and ensure compliance with regulatory and reporting requirements.
- Work with the Financial Aid Director to ensure monthly reconciliation of direct loans between fed (COD, G5, SAS) and Seminary (Great Plains and WISE)
- Other duties as assigned by the VP-Business & Finance

Qualifications:

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- Strong leadership and team management abilities.
- Bachelor's degree in accounting, finance, or a related field (Master's degree or CPA/CMA certification may be preferred).
- Proficiency in financial software and systems, including nonprofit accounting software and Microsoft Office.
- Strong knowledge of nonprofit accounting principles and regulations.
- Excellent analytical and problem-solving skills.
- 5+ years of accounting experience
- Ability to communicate both orally and in written form in a manner that builds positive relationships and secures cooperation from administrators and directors at all campuses
- Attention to detail and a commitment to accuracy.
- Ability to demonstrate a high degree of institutional loyalty and the capability to protect the confidentiality of sensitive matters related to the institution