

**PITTSBURGH THEOLOGICAL SEMINARY
CONTROLLER**



POSITION SUMMARY:

Manages the accounting and financial operations of the Seminary, including budgeting, financial analysis and forecasting, financial reporting, maintenance of the accounting records, accounts payable, payroll, student billing and collections, endowment accounting, and establishing and implementing policies, procedures, and controls that ensure compliance with generally accepted accounting principles, regulatory requirements, board mandates, and appropriate business practices. This position will work strategically with the VP of Finance and Administration and Assistant Controller to document departmental procedures to ensure greater efficiency of the Seminary's Business Office. Additionally, this position will manage and mitigate financial risks and support the VP of Finance and Administration in strategic planning and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manages the Seminary's accounting function while safeguarding the Seminary's assets, ensuring internal controls and compliance with regulatory requirements as illustrated but not limited by the following:
 - a. Works strategically with VP of Finance and Administration and Assistant Controller to document departmental procedures to ensure greater efficiency of the Business Office.
 - b. Plans and coordinates annual operating revenue and expense budgets
 - c. Analyzes accounting policies and practices, recommends and implements changes necessary to achieve compliance with reporting requirements and adequate internal controls.
 - d. Plans, controls, and implements financial information systems enhancements and conversions.
 - e. Assists the VP of Finance and Administration with the report preparation and presentation of the Seminary's financial position and related matters to the Audit and Finance Committees of the Board of Directors on a quarterly basis.
 - f. Manages all general ledger accounting activities.
 - g. Manages the endowment and fund accounting.
 - h. Approves internal and external purchases and reimbursements.
 - i. Oversees all payroll functions and activities; trains and monitors performance of payroll/accounts payable analyst.

- j. Oversees all accounts payable functions and activities including employee expense reporting; trains and monitors performance of payroll/accounts payable analyst.
 - k. Oversees all student accounts and housing billing/collection functions and activities; trains and monitors performance of accountant.
 - l. Oversees the financial reporting of gift processing and deposits.
 - m. Takes responsibility for financial closing and account reconciliations.
 - n. Collaborates with the Seminary's financial advisors to ensure all endowment investment activities align with the PTS mission.
 - o. Reports and monitors outside grants and gifts.
 - p. Builds a deep knowledge of the financial systems and is the liaison with Information Technology for issues, updates, and enhancements.
2. Directly supervises assigned personnel, includes: work allocation, training, promotion, compliance with internal policies and controls, and problem resolution. Evaluates performance and makes recommendations for personnel actions. Promotes an environment of team-work to enable employees to achieve departmental performance goals.
 3. Other duties as assigned by the Vice President for Finance and Administration.

SUPERVISORY RESPONSIBILITIES:

Accountant, Payroll/AP Analyst, Accounting Assistant

QUALIFICATION/REQUIREMENTS:

Demonstrated analytical and communication skills (both written and verbal). Demonstrated knowledge of financial information systems along with Microsoft Office applications. Demonstrated management and supervisory skills. Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and related College and University accounting guidelines.

EDUCATION/TRAINING/EXPERIENCE:

Bachelor's degree in business administration or accounting (or equivalent). CPA/MBA preferred. Minimum of seven to ten (7-10) years of related financial management experience.

WORK ENVIRONMENT:

Typical Office

JOB LOCATION:

616 N. Highland Avenue, Pittsburgh, PA 15206

EQUAL EMPLOYMENT OPPORTUNITY:

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state, and local laws and executive orders relating to equal opportunity in employment.

TO APPLY:

Interested candidates will provide a cover letter, resume, and three references (names, email/phone information) to: controllersearch@pts.edu. Applications will be reviewed on a rolling basis and will continue to be accepted until the position is filled.