

GORDON CONWELL

THEOLOGICAL SEMINARY

Title: Controller
Reports to: Chief Financial Officer
Location: South Hamilton, MA
Status: Full-Time (37.5 hours per week)

Overview

Gordon-Conwell is a multidenominational Protestant graduate school, unique with its broad array of over 2,100 students and 200 faculty and staff from 98 denominations and 64 countries. We offer a residential model of education at South Hamilton, MA (our main campus); an urban context offering classes in five languages in Boston, MA; adult educational models in both our Charlotte, NC campus and our offerings in Jacksonville, FL; in addition to online and cohort models involving students from around the world.

Our mission is to prepare men and women for ministry at home and abroad. Rooted in the gospel and God's Word, the seminary seeks to develop Christian leaders who are thoughtful, globally aware, spiritually mature and ready for a broad array of ministries. While being historically orthodox and evangelical, we seek to address the issues of our times with both relevance to the culture and faithfulness to Christ and God's truthful Word.

Position Summary

The Controller supports the Gordon-Conwell mission by providing excellent accounting and financial reporting services so that the resources of the Seminary are focused on a quality, evangelical theological education at an affordable cost to students. This individual will bring Godly excellence, biblical stewardship, and professional integrity that will undergird their daily work and reflect positively on themselves, the Seminary, and God.

They are the individual primarily responsible for external financial reporting, ensuring governments, accrediting agencies, and other oversight organizations receive timely and accurate reports to fulfill legal and regulatory requirements. They will be committed to overseeing the processing, recording, and reporting of the financial transactions and financial results of the Seminary in a timely, accurate, and meaningful way. They will also be committed to overseeing the organizational structure and supervision of the Accounting Office staff and seeking to develop a culture of continuous improvement and operational excellence, especially regarding services to students, donors, faculty, leadership, and staff. This position reports to the Chief Financial Officer.

Key Responsibilities

- **Financial Reporting**
 - Ensure the Seminary obtains an unmodified opinion on annual audits and meets all substantive requirements for Generally Accepted Accounting Principles (GAAP), the Internal Revenue Service and local government agencies (IRS Form 990 and other filing requirements), the Department of Education (Uniform Guidance audit and FISAP), accrediting agencies, and other oversight organizations.
 - Direct the process of generating audited financial statements with well organized, supporting work papers so that audit, federal reporting and other external reporting requirements are met on time.

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- Ensure all external regulatory payment and filing requirements are satisfied for applicable local, state, federal, and international jurisdictions.
- **Budgeting**
 - Organize and involve managers in bringing to completion the annual budget process so that a comprehensive and realistic budget is prepared on time, with revisions made as needed.
 - Annual and long-range plans are consolidated for Board of Trustee approval on-time and variances to plans brought to the awareness of managers and Trustees to allow for timely, corrective actions.
 - Coordinate with the Chief Financial Officer regarding budget and forecast analysis.
- **Governance and Counsel**
 - Key Partner to the Chief Financial Officer, providing an institution-wide financial and accounting perspective.
 - Supports the Board of Trustees' Audit Committee and, as needed, advises the Board's Finance & Investment Committee as to financial plans of the Seminary.
- **Supervision, Training, and Relationship Building**
 - Handle the hiring, training, and management of Accounting Office staff by providing clear direction, training, review, and feedback. Monitor and adjust processes and procedures to ensure Accounting Office responsibilities are carried out in the most accurate, timely, and efficient manner possible.
 - Train leadership, faculty, and staff on accounting, budgeting, policy compliance, and accounting systems topics that are directly related to their daily responsibilities and communicated in a clear and well-organized manner.
 - Build strong collaborative relationships with all levels of leadership, faculty, and staff in other departments and at all campuses, balancing relational and policy compliance priorities.
- **Other Duties:** Perform other duties as necessary.

Areas of Oversight

- **Accounting Services and Internal Controls**
 - Provide all necessary accounting services and establish efficient and effective oversight of areas like payroll accounting, purchasing, accounts payable, cashier services, student accounts, fixed assets, and other accounting areas, so that users are well served and fiscal requirements of the seminary are met on time.
 - Establish and maintain internal controls and assist in the development of financial policies so that the assets of the seminary are safeguarded and all funding restrictions are met.
- **General Ledger and Management Reporting System**
 - Maintain a reliable general ledger system that ensures the efficient recording of all financial transactions so that user queries and periodic reports include complete, timely, and accurate financial data.
 - Oversee a flexible management reporting system that generates timely, relevant, accurate and consistent financial reports so that managers have access to financial information most important to them in their decision-making.
- **Cash Management**

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- Ensure the Seminary maintains adequate cash resources to meet the Seminary's obligations on time so that cash balances are optimized to meet daily disbursements with minimum line of credit balances.
- Oversee Accounts Payable processes and systems that ensure accurate, properly approved, and timely payments and reimbursements.

Required Competencies

- **Stewardship and Professional Integrity**
 - Lead with excellence in Godly stewardship of all financial resources, with proper planning, careful spending, and highest integrity and excellence in internal controls/policy compliance and regulatory/reporting compliance.
 - Demonstrates the ability to appropriately handle access to highly confidential data.
- **Leadership, Management, and Team Building**
 - Partners with the Chief Financial Officer to provides strategic vision, leadership, and organizational management of the Seminary's finances.
 - Professionally interacts with all levels of leadership, faculty, and staff.
 - Strong ability to select, train, and mentor accounting staff
- **Planning, Organizing and Execution**
 - Effectively plans, organizes, and executes individual tasks and departmental/interdepartmental projects.
 - Develops mid to long range plans that improve organizational effectiveness, institutional stewardship, and financial sustainability.
- **Analytical Skills & Judgement**
 - Strong proficiency in handling sophisticated analytical tasks, while utilizing appropriate accounting/information systems and balancing cost/benefit impact.

Education and Experience

- **Accounting Experience:** Minimum of 8-10 years of previous experience as a professional accountant, with increasing responsibilities and leadership.
- **Supervisory Experience:** Has proven supervisory experience in supervising and motivating an accounting office or in leading audit teams in public accounting.
- **Education:** Has completed a bachelor's degree in accounting, or equivalent experience. A CPA or master's degree in accounting or finance is strongly desired.
- **Other Preferences:** Has familiarity with non-profit accounting and experience in a non-profit or higher education setting.
- **Analytical and Information Systems:** Demonstrated analytical ability and strong proficiency in accounting information systems, automated accounts payable systems, and Microsoft Excel, Word, and Outlook.

Application Process

Please apply through Gordon-Conwell's Career Center available here:

<https://www.gordonconwell.edu/employment/>

Please include these documents in either Microsoft Word or PDF formats:

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- A cover letter addressed to Gregg Hansen, Chief Financial Officer, explaining your interest in the position.
- A formal CV that includes the names of at least three references.

No hard copy materials, please. Opportunities to interview will be made available at the search committee's initiative. Applications will be accepted until the position is filled.