



Position Description

Job Title: Financial Controller	
Department: Business Office	Date: May 2025
FLSA: Exempt	Work Location: Virginia Campus
Employee Category: Admin. Staff	Work Schedule: M - F 8am-5pm
Reports to: Associate Vice President for Finance	Percent Employment: 100%
Direct Reports: Senior Staff Accountant	

I. **Job Summary:**

The Financial Controller for the College provides key support to the AVP Finance and the Chief Financial Officer by preparing monthly financial statements, variance reports and month end consolidating entries. Furthermore, this position will aid in the areas of project accounting, fixed assets, deposits, annual financial statement audit, annual tax returns and ad hoc financial analysis. This position supervises the Senior Staff Accountant, overseeing their entries to ensure that donation and pledge cash receipts are recorded in the accounting system correctly. The Financial Controller reviews the Endowment and contribution related reconciliations prepared by the Senior Staff Accountant verifying these are properly reconciled monthly. This position also acts as a budget liaison for designated divisions, performing monthly variance analysis to include reviewing and communicating monthly variance reports for assigned budget managers.

II. **Job Duties:**

- A. Financial Statement Preparation
 1. Prepare month end financial statements for the Associate Vice President of Finance and distribute as assigned.
 2. Prepare month end variance reports for the Associate Vice President of Finance and distribute as assigned.
 3. Prepare month end consolidating entries for review by the Associate Vice President of Finance.
 4. Serve as a backup to the Director for Finance and Manager of Reporting in preparing quarterly financial statements and variance reports.
- B. Reconciliation Analysis – Funds
 1. Review monthly reconciliation analysis of temporarily and restricted funds prepared by the Senior Staff Accountant.
 2. Review monthly reconciliation analysis of Endowment funds
 3. Review monthly reconciliation analysis of related scholarships.
- C. Reconciliation Analysis – Other
 1. Reconciles monthly the Fixed Asset accounts in the accounting system to the subledger. Capitalize fixed assets and post depreciation monthly.
 2. Reconciles monthly the Security Deposit account in the accounting system.
 3. Reconciles monthly the Payroll comparison worksheet.
- D. Review and Approve Transactional Postings
 1. Review and approve the Virginia Campus transactional posting for donations entered into the accounting system.

2. Review and approve the Virginia Campus transactional posting for CR's entered into the accounting system.
- E. Donations/Pledges
 1. Review and approve donations and pledges entered into the accounting system including payroll deductions.
 2. Review and approve reconciliation of Blackbaud donation related information into the accounting system.
 3. Review and approve Click and Pledge non-donation deposits into the accounting system and monthly Click and Pledge fees.
- F. Credit Card Processing
 1. Review and process assigned credit card logs and ensure that VCOM policies are followed and proper authorization is documented.
 2. Review and process VCOM Airfare Credit Card Log, ensuring that VCOM travel policies are followed and proper authorization is documented.
 3. Scan and send copies to the Carolinas and Louisiana Staff Accountants of all credit card charges made on their behalf for state taxation filings.
- G. Budget Liaison
 1. Act as a budget liaison for assigned divisions, which includes but is not limited to preparing monthly variance reports.
- H. Institutional Reports
 1. Responsible for working with the AVP for Finance to ensure the accurate and timely submission of institutional reports for the College (i.e. IPEDs, AACOM, NSF, others as assigned)
- I. Oversee the reporting and financial statement consolidation of separate entities and related parties falling under the VCOM umbrella. (ViaSTAR, APCA, VCMET, CC Subs, Joint Programs)
- J. Miscellaneous
 1. Serve as a Power User of Anthology – help educate & guide Finance staff on best practices for efficient system use.
 2. May serve as a System Administrator for Anthology Finance.
 3. Provide support to the CFO in preparing and formatting Board meeting financial reports and perform special account analysis as requested.
 4. Provide support in project module, fixed assets, deposits, annual audit, annual tax return, and financial analysis.
 5. Performs other duties as assigned.

III. **Required Qualifications:**

Education: Minimum of a Bachelor's degree in accounting or business-related field.

Other skills important to this position:

Strong organizational and time-management skills

Ability to manage multiple priorities and meet deadlines

Ability to work quickly to complete high-volume tasks in an accurate and timely manner

Detail-oriented

Ability to work courteously and effectively under pressure

Strong analytical skills and ability to solve moderately difficult to difficult problems

Excellent interpersonal and communications skills, and strong customer service skills

Strong computer skills

Strong team player

Confidentiality
Commitment to company values

Preferences may be given to applicants who have three or more years working in a college Business or Controller's office and/or possess a CPA certificate or license.

The successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

- IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds.

Work environment: Office environment. Outside travel is rarely required. The noise level in the work environment is usually minimal.

This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

Employment with VCOM is "at-will". This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the "at-will" employment status of VCOM employees.

- V. **VCOM core values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____

Date: _____

Approvals:

Immediate Supervisor: _____

Date: _____

Division Officer: _____

Date: _____

President: _____

Date: _____