



**CALVIN**  
THEOLOGICAL  
SEMINARY

Job Title: Controller  
Department: Financial Services  
Reports To: Chief Operating Officer  
Status: Full-time Exempt

## **SUMMARY**

The controller's position is responsible for managing accounting operations of Calvin Seminary including budgeting, financial analysis and forecasting, financial reports, maintenance of accounting records, and establishing and implementing policies, procedures, and controls that ensure compliance with various accounting and finance standards and also manage and mitigate financial risks. This position is strategic in supporting Calvin Seminary's mission to "serve the Christian Reformed Church in North America (CRCNA) and wider constituencies by preparing individuals for biblically faithful and contextually effective ministry of the Word and by offering Reformed theological scholarship and counsel."

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Manage Accounting Activities and Support Staff:**

Provide leadership and supervision for the areas of accounts payable, accounts receivable, cash disbursements, cash receipts, institutional loans, and general ledger to ensure a system of adequate internal controls, compliance with established Seminary policies and procedures and compliance with Generally Accepted Accounting Principles (GAAP). Manage the analysis and maintenance of key risk and internal control processes, procedures, and policies.

### **Maintain Financial Integrity and Reporting:**

Maintain the financial reporting activities of Calvin Seminary by evaluating internal and external reporting requirements including those of CRCNA, establish efficient and effective processes of compiling required reports and ensure that internal and external reporting requirements are satisfied in a timely and efficient manner. Present oral and written reports to the Development & Finance Committee of the Board of Trustees (BOT) and to the entire Board of Trustees.

### **Manage and Control Budget and Budget Process:**

Manage and control the budget process by establishing the budget calendar, preparing budget memos, requesting forms, supervising data input, preparing budget reports for Administration and Board of Trustees approval and CRCNA review. Ensure that the yearly budget is developed in a timely and efficient manner. Review unrestricted operating accounts for unanticipated variances from established budget, respond to budget officers regarding budget, fiscal policies of the Seminary and properly recording transactions. Serve as budget consultant. Review the financial activity of the restricted fund to ensure the integrity of financial reporting systems and establish accounting controls. Distribute timely reports to decision makers as well as to pertinent staff and faculty. Maintain consistent financial practices throughout the institution.

### **Coordinate the Annual Audit and Federal Reporting:**

Coordinate with auditors to ensure that Calvin Seminary receives timely year end reports, remain current of changes in accounting literature and requirements. Assign and supervise year end work

to Financial Services Office staff, review work papers and adjust journal entries, and prepare financial statements. Ensure that the annual audit is completed and the books are closed as quickly as is reasonable and report findings to the Audit Committee of the Board of Trustees. Monitor the integrity of financial records and coordinate audit procedures and work papers. Prepare Association of Theological Schools (ATS), Integrated Postsecondary Education Data System (IPEDS) reports and 990 forms.

**Investments:**

Serve as the staff liaison for the CTS Investment Committee, working with the Committee and outside consultants to ensure the effective implementation of the CTS Investment Policy Statement, recording investment activity in the general ledger, scheduling quarterly Investment Committee meetings, and preparing timely reporting for the Development and Finance Committee.

**Administer Student Accounts:**

Oversee student accounts and periodic statements to students. Coordinate enforcement of Seminary policy, facilitate tax reporting information and information preparations on scholarship and other assistance to students.

**Perform Financial Administrative Duties:**

Financial analysis, projections and system design, grant accounting, cash and investment management, advanced financial calculations/functions; funds released from endowment restrictions, annual scholarship availability calculations for awards committees, review vendor contacts, and daily management of the Financial Services Office to support the financial operations of the Seminary.

**Other:**

Other duties may be assigned by Chief Operating Officer or Seminary President.

**SUPERVISORY RESPONSIBILITIES:**

This position directly supervises the Staff Accountant(s), the Accounting Clerk, temporary employees and occasional student workers and interns.

**QUALIFICATIONS**

This position requires the ability to provide management and administrative support in the operation of Seminary financial services. This position typically involves projects and/or assignments with decision making authority regarding procedures, plans, and schedules, has the authority, if approved through the customary processes, to take action or make recommendations that will affect procedures, processes, and practices involving employees in other departments.

This position requires the ability to write and present to management and BOT, negotiate contractual relationships between the Seminary and companies or individuals, write Seminary policies, or perform duties requiring the highest level of communication skills in situations dealing with abstract and contract variables.

**EDUCATION and/or EXPERIENCE:**

This position requires a Bachelor's degree in accounting or a related field from a four-year college or university and 5-10 years of related experience. CPA or similar professional designation and accounting experience in an education or non-profit environment is preferred. Extensive training and/or specialized advanced certification and/or licensing, as well as knowledge of specialized practices, systems, and procedures is essential. Demonstrated discretion and integrity are required.

**COMMUNICATION SKILLS:**

Actively establish and maintain effective communication between the Financial Services Office and faculty and staff. The position requires on-going participation in various group work settings with people from various positions that involve a wide variety of perspectives, and may deal with items of a controversial or sensitive nature. It requires the ability to use a broad range of interpersonal skills such as problem solving, persuasion, and expertise to achieve outcomes that support the goals of the organization.

The position requires the ability to explain Seminary policies in difficult situations, write and edit reports or technical documents, plan, supervise and appraise the work of others, interpret Seminary policies in situations requiring judgment and persuasion.

**DECISION MAKING/JUDGMENT**

The position requires the ability to define problems, collect data, establish facts, and draw valid conclusions. This position requires broad latitude in decision making while establishing goals, plans and policies for an area of responsibility subject to Finance and Administration Committee-level review.

This position regularly requires independent judgment in setting priorities, organizing work, and deviating from established schedules or procedures to accomplish results, as well as the ability to define, analyze, and resolve problems, manage support staff, set policies and procedures, establish goals, and make decisions.

**OTHER SKILLS AND ABILITIES**

1. Effective interpersonal and public relations skills.
2. High level of organization and accuracy.
3. Flexibility and ability to manage multiple tasks.
4. Use of digital tools at above average level of mastery in such platforms as Microsoft Office Suite; Student and Donor database software.

**PERSONAL INTEGRITY**

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential.

Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and active church membership are essential.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. The position will also require some light lifting. Occasional travel includes off-site meetings or out-of-town conferences or meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.