



**JOB TITLE:** Assistant Controller  
**DEPARTMENT:** Business Office  
**CAMPUS:** Rocklin  
**SUPERVISOR:** Controller  
**FLSA STATUS:** Exempt

### **MAJOR PURPOSE**

In conjunction with the Controller, directs the activities of the Business Office. The Assistant Controller is responsible for the accurate and timely posting of financial transactions to the University's general ledger following University policy and applicable external agencies.

Due to the nature of the work, this position is 100% in person and on campus with occasional remote work options as agreed upon with the supervisor.

The pay range for this position is generally: \$73,000-\$83,000. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training and location.

NOTE: A consumer credit check is required.

### **ESSENTIAL FUNCTIONS**

- Ensures effective accountability and custody of the University's financial assets by maintaining the accuracy, integrity, and compliance of financial records in accordance with internal controls, Generally Accepted Accounting Principles (GAAP), IRS regulations, and other applicable mandates.
- Prepares, reviews, and analyzes monthly account reconciliations, trial balances, and transaction details to ensure accuracy and reasonableness; monitors and tracks restricted funds (temporarily and permanently restricted).
- Oversees all banking activity, including daily transactions, submission of ACH and wire transfers, internal transfers, and monthly bank reconciliations.
- Imports and analyzes student account transactions in the general ledger; prepares student accounts aging reports and calculates bad debt allowances; verifies and requests eligible financial aid drawdowns.
- Collaborates with Advancement to ensure proper account coding of donations and completes monthly donation reconciliations.
- Supports payroll processes by reviewing payroll runs in coordination with the Payroll Specialist and assisting with the renewal of annual payroll-related state registrations and registered agent services.
- Manages the University's credit and debit card programs, including cardholder approvals, audits, and limit modifications.
- Prepares and remits quarterly sales tax reports to the Board of Equalization.
- Assists the Controller with the annual external audit and 990 tax return preparation, including developing workpapers and conducting supporting analysis.
- Participates in the selection, hiring, and training of Business Office staff; may participate in interviews, planning, and work assignment.
- Plays a key role in the assessment, design, and implementation of a new cloud-based accounting system.
- Monitors the Business Office email account and responds to or forwards inquiries as appropriate.
- Collaborates closely with the broader Business Office team to ensure the accuracy and timeliness of financial operations.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education/Certifications**

- Bachelor's degree required in Accounting/Business or equivalent education

**Required Knowledge/Experience**

- Five-plus years of directly related experience in accounting required.
- Prior experience or familiarity in a higher education environment and non-profit is highly desirable.
- Proficiency in Microsoft Excel and Word, and Google applications.
- Hands-on knowledge of payroll, including knowledge of multi-state wage and hours laws, and accounting software (Paylocity and MS Dynamics GP preferred)
- Extensive knowledge and demonstrated skills in matters related to accounting and financial policies, procedures, and reporting
- Prior involvement in system implementation or major upgrades (especially cloud-based accounting systems) is highly desirable.
- Supervisory or team leadership experience, including hiring, training, or directing work, is preferred.

**Skills/Abilities**

- Excellent analytical skills with the ability to assess and reconcile complex financial data across multiple systems.
- Exceptional attention to detail and accuracy in preparing and reviewing financial documents.
- Strong problem-solving abilities and a proactive approach to identifying and addressing issues.
- Effective written and verbal communication skills, including the ability to explain financial information to non-financial stakeholders.
- Ability to prioritize and manage multiple tasks
- Strong team play and the ability to work collaboratively across departments, especially with Advancement, Enrollment, Payroll, and external auditors.
- Demonstrated discretion and sound judgment when handling confidential information.

**WORKING ENVIRONMENT**

The employee agrees to promote the values and mission of Jessup University as a private, Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University statement of Christian faith.

**WORKING CONDITIONS**

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

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Employee Signature

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Date