



COMPTROLLER

Job Description

DIVISION/DEPARTMENT: Business Office

DATE TO BE FILLED: Immediately

SALARY: Commensurate with Experience

SUMMARY

Rust College is seeking a Comptroller to join the business office team. Working under the direction of the Vice President of Finance, the Comptroller will be a change agent for helping to ensure the fiscal health and sustainability of Rust College, the oldest historically black college and university in the state of Mississippi.

The successful candidate will assume the responsibility for planning, organizing, coordinating, directing, and monitoring all aspects of the financial operations of Rust College, including accounting, payrolls, financial reporting/systems, budget, cash management, and other finance-related functions.

DUTIES/RESPONSIBILITIES

- Manages and controls the operations within the department to ensure compliance with Rust College's financial policies, governing statutes/regulations, and applicable professional and ethical standards.
- Continually evaluates internal controls and systems/procedures to ensure the effective and appropriate utilization of college resources in administering the financial management function.
- Coordinates the work within the Finance Department with the heads of the other departments within the college to facilitate the achievement of financial and operational efficiencies and divisional objectives to ensure maximum effectiveness.
- Assist in aligning the financial resources with the college's strategic priorities.
- Assist in preparing financial reports.
- Plays an integral role in the budgeting process and working cross-departmentally to assist department heads with managing departmental budgets.
- Provide financial training to employees when needed.
- Ongoing evaluation and management of the college's financial risk to advise senior leadership on the best use of the college's financial resources.

The duties/responsibilities listed are typical examples of work performed by positions in this job classification. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

QUALIFICATIONS

- At least five years of comprehensive managerial experience at a senior level in financial management. Managerial experience in higher education, public schools, or state agencies is preferred
- Master's degree in Accounting, Finance, or related field
- Exceptional numerical ability and strong organizational skills
- Experience with spreadsheet and financial analysis software
- Excellent facilitation and oral and written communication skills
- Ability to prepare clear and concise reports and deliver formal presentations or training to senior management and other audiences
- Understanding of taxation, payroll, and other fiscal aspects of a business
- Knowledge of regulatory and other financial standards and requirements
- Understanding of taxation, payroll, and other fiscal aspects of a business

PREFERRED QUALIFICATIONS

- Certified Public Accountant (CPA) certification; must be active and in good standing.
- Experience with capital project planning/management
- Progressive visionary individual with a comprehensive understanding of higher education finance, budget, and auxiliary operations.
- Ability to provide critical, conceptual, and strategic thinking to financial, academic, and administrative issues.
- Leadership experience managing teams and implementing new technologies to help improve operational efficiencies.
- Ability to lead effectively using collaboration, persuasion, negotiation, and partnering wherever possible and exert strong influence on matters of good business practice and principle when necessary.
- Ability to present complex financial information in lay terms and effectively articulate the college's financial vision, strengths, goals, and requirements to various internal and external audiences.
- Understanding of the political, social, and economic factors shaping the future of private higher education and the skill to develop strong partnerships with affiliated entities.

SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution affiliated with the United Methodist Church. Founded in 1866, the college faculty, staff, and students have diverse social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN, with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill," the campus and historic town provide the perfect backdrop for fulfilling the mission to equip and inspire students for excellence and service in their communities and throughout the world.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER

HOW TO APPLY

Persons interested in the above position should submit a cover letter, resume, unofficial transcript of the highest educational level completed, and three references, including contact information, to careers@rustcollege.edu.

(Please put the job title in the subject line; you may attach your materials as Word or PDF documents).

Mrs. Angela Williams, AVP for Human Resources
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date:
Open Until Filled

Posting Date:
10/2024