

Job title	Business Office Director & Controller
Reports to	Vice President for Operations and Finance
Classification	Exempt
Status	Full Time

Job purpose

Divine Word College educates men and women for missionary service in the Catholic Church, emphasizing dialogue with faith seekers, the poor and marginalize, people of different cultures, and people of other faith traditions.

The Business Office Director/Controller is an at-will employee of the College who handles the daily activities of the business office according to Generally Accepted Accounting Principles and standard business practices in accord with College policy. The Director/Controller is also responsible for the annual College budget. The position requires an ability to maintain a high level of confidentiality and to exercise prudence in the sharing of information, while maintaining cooperative, friendly relations with other College personnel and constituencies.

Duties and responsibilities

1. Manages the accounting function of the College, maintaining appropriate accounting records, balances all accounting records on a timely basis, promptly closes the books at designated periods; sees that all student charges are billed, collected and recorded; maintains records of outstanding liabilities.
2. Receives funds, provides for their safekeeping, deposits all funds in banks as designated, and disburses funds to meet regular obligations.
3. Works with the Vice President for Operations and the College's Financial Affairs Committee (as well as with the VP for Academic Affairs and the VP for Formation) to build and establish the annual budget. Works with the VP for Operations and Finance to ensure budget adherence.
4. Prepares monthly financial statements. In close collaboration with the VP for Operations and Finance, the Admissions Office and the Development Office, reports significant changes as soon as recognized.
5. Prepares and submits all necessary reports to government agencies, associations, grantors, or other appropriate private organizations. This includes corporation reports and 5500 forms for retirement (TIAA). Copies of all such reports are given to the President and VP for Operations and Finance.
6. Oversees the investment of excess funds available on a short-term basis, assuring:
 - appropriate journal entries.
 - monthly balance reports.
7. Assists the VP for Operations and Finance and legal advisors in the handling of claims, tax questions, implementation of government regulations and similar matters.
8. Oversees the College payroll and bills for payment with the approval and co-signature of the VP for Operations and Finance.
9. Manages all business office responsibilities and substitutes as necessary when staff members are absent.
10. Directs all Business Office activities including:
 - Keeping accurate record of revenues and expenses.
 - Processing student medical bills, contacting providers for possible discount.
 - Maintaining a summary of valuations of property, plant, and equipment.
 - Attending to insurance matters, processing and managing insurance claims – following each case until finalized.
 - Tracking all restricted funds, when received and when released.
 - Preparing financial statements and notes for the annual audit, and assisting the audit firm with the fieldwork.

- Chairing the DWC Financial Affairs Committee meetings.
- 11. Oversees services offered at the front desk, including:
 - Welcoming visitors and responding to telephone callers, offering requested information and services.
 - Accepting donations from benefactors in coordination with the Development Office.
 - Wiring money and/or preparing checks for SVDs and students.
 - Managing student accounts.
 - Supervising mail collection and delivery.
 - Receiving deliveries.
- 12. Serves as a liaison with the Finance Committee of the Board of Trustees together with the VP for Operations and Finance.
- 13. Coordinates with the Finance Committee of the Board of Trustees regarding the budgeting process, audit approval, and investments. All endowment investments will be overseen and directed by the Chicago Province Treasurer at Techny with the approval of the College's Board of Directors.
- 14. Serves as Treasurer for the SVD House Community.
- 15. Assists in the disbursement of Mass intentions received through the Development Office.
- 16. Attends selected workshops and seminars appropriate to this position to ensure professional updating in current financial trends and developments.
- 17. Other duties as assigned by the VP for Operations and Finance.

Qualifications

- CPA or master of accounting degree with experience in non-profits.
- Supervisory, delegation, and staffing skills.
- Ability to develop standards, promote process improvement.
- High standard of communication skills.
- Extensive practical experience of staff management.
- Proven experience of managing a busy office environment and managing office staff.
- Computer literacy [MS Word, Excel, Quicken, Business Office software (ABILA), etc.].
- Financial, accounting, and analytical skills.
- Practical experience of web based applications.
- Knowledge of health and safety issues/practices.
- Awareness of equal employment opportunities issues.

Working conditions

- Work is normally performed in a typical interior/office work environment.

Physical requirements

- Limited exposure to physical risk.
- Ability to lift up to 30 pounds.

Direct reports

- Business Office Bookkeeper/Secretary
- Business Office Receptionist/Secretary

Date approved:	<i>February 17, 2017</i>
Reviewed and Approved	<i>February 14, 2020</i>
Reviewed and Approved	<i>November 11, 2022</i>
Reviewed and Approved	<i>January 27, 2023</i>