



WESTMONT

Assistant Controller & Manager of Accounting and Financial Reporting **Office of the Controller**

Position Summary:

Responsible for Accounting services in support of college programs and assist employees in the smooth execution of financial transactions, including accurate & timely recording of operating revenues, gifts and grants. Support the production of meaningful and timely delivery of financial information to the entire Westmont community and provide instruction and assistance wherever needed to better steward budgeted and gift funded resources. Production of monthly formal financial reports to management and Trustees, as well as the financial statements at fiscal year-end. Record investment activities monthly and reconciling to the managers' reports. Production of the Federal and State tax forms Form 990 and Form 199, and the 990T. Payment of all sales taxes, Payroll taxes, Property Taxes and any income taxes where applicable.

Qualifications:

Requirements include: Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; Bachelor's Degree that includes a range of Accounting courses, CPA certificate, with a minimum of five years in higher education accounting and reporting and demonstrated effectiveness as a supervisor and manager of accounting staff, and preparation of formal financial statements and liaison work with auditors performing an annual audit.

Responsibilities:

Responsible for managing all Accounting tasks and financial reporting

Management of and some direct engagement with recurring daily or weekly accounting activities include timely and accurate recording of...

- Monitor reconciliation of online payments from ACH and credit cards
- Manage deposit of checks received in the mail or in person and deposit to the bank using remote capture
- Manage cash payments received in person and maintenance of a small cash holding
- Manage depositing of non-electronic transactions
- Record Accounts Payable activities, including quality control of invoice imaging, approval and payment, and maintenance of outstanding Accounts Payable balance
- Manage Bank reconciliation
- Validate accounting procedures performed by Human Resource for various employee benefits that are charged directly to our bank account
- Manage payment of State Sales Tax
- Assist in maintaining additions to the Chart of Accounts
- File quarterly reports with Federal agencies related to Federal grants for student aid and scientific research
- Prepare and file the IRS Form 990 for the College and the Westmont Foundation

- Record quarterly and monthly accounting entries for the annuities and trusts. Record occasional matured annuities and trusts
- Coordinate annual annuity reports to the California Insurance Commissioner.
- Prepare and submit the annual FISAP report to the Department of Education.
- Regularly drawdown and account for federal Financial Aid from Department of Education
- Account for modest activity within the Westmont Foundation
- File annual audit reports with Department of Education at EZ Audit.

Financial reporting in support of each department and function, formal FASB financial reporting, internal management reporting and analysis, and support of audit effort working directly with our external auditors...

- Each of hundreds of departments is supported by either the operating budget or is augmented by funds provided by donors with restrictions on precisely how these can be used. Each employee charged with administering these funds must have quick and informed access to their budgeted and gift funded financial information. Maintenance and enhancement of the reports that support their efforts would be ongoing.
- Each employee with a need to know about their finances has an individual set of skills and understanding, and this requires getting to know each one and assist and educate them accordingly. This involves establishing a relationship with each one over time, and to communicate readiness and availability to provide generous support.
- Formal financial statements that conform to FASB standards, with footnotes are produced annually. Similar statements are produce monthly for management and for Trustees three times per year for their meetings, but without the extensive footnotes.
- The general ledger is to be kept in balance at all times.

Investment accounting and administration.

- Investment activities are ongoing and mostly managed by one investment manager and are recorded monthly and balanced to their reports.
- Expectations for workplace demeanor include working collaboratively and harmoniously, sharing ideas and resources constructively; bringing a vision for a life-giving work environment; respectfully considering others' ideas and perspectives; readily admitting and correcting personal mistakes; meeting commitments; communicating work progress to supervisors and others affected; addressing problems by seeking practical and lasting solutions acceptable to all parties; seeking reconciliation promptly during conflict; respecting the Westmont community's diversity in words and deeds.
- Other duties as assigned.

Reports to: Controller

10.2021