

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

Title: **Controller**

Department: **Business Office**

Lauri Fluke

8/6/10

Prepared by

Date

Approved by

date

**Supervision received:** Assistant Vice President for Finance and Administrative Services

**Supervision given:** Bursar, Accounting Manager, Payroll Specialist

### Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

### Purpose

The Controller is responsible for supervising the day to day operations of the Business Office including monitoring of internal controls to ensure accurate and timely financial reporting.

### Essential functions

Maintain general ledger chart of accounts.

Direct day to day financial operations of the University including the following areas:

1. Accounts Payable
2. Accounts Receivable
3. Payroll
4. Cash Management
5. General Ledger

Prepare, review and/or approve departmental journal entries as needed.

Directly supervise payroll function including approval of regular payroll processing as well as monthly/quarterly payroll tax reports and generation of appropriate tax forms to employees.

Supervise fiscal year-end closing including preparation of journal entries necessary to prepare year-end financial statements in conformity with generally accepted accounting principles.

Coordinate and monitor Business Office internal controls to ensure accurate and timely posting of all financial information.

Maintain records and prepare monthly journal entries for the OBU Authority.

Supervise year-end tax reporting to vendors, employees and students.

### Other duties

Perform additional duties as assigned by the Assistant Vice President for Finance and Administrative Services or the Chief Financial Officer.

