

Administrative Controller OR Controller, Finance & Administration

Reports to: Director of Finance

Department: Finance

FLSA: Exempt , Full-Time

Position Summary

The Administrative Controller (the “AC”) will supervise the day-to-day onsite accounting and auditing activities of the campus, safeguarding the assets and preparing all financial records, reports, and statements in accordance with generally accepted accounting principles, laws, and organizational policy; and partnering to ensure the efficient administration of Human Resources HRIS administration objectives such as benefits. The AC performs accounting and human resource related activities such as benefits audits, record keeping, preparing necessary information for financial and/or management reporting, tax and audit compliance, and other organizational needs. Documents and maintains processes that ensure appropriate internal controls are established and properly functioning. Represents the Finance department in the absence of the Director of Finance as needed or assigned. Occasional remote work may be required, but this is not a remote position.

Accountabilities

Finance

- Ensures financial transactions are accurately and timely recorded in the general ledger in accordance with GAAP, organizational policies, and internal controls.
- Participates in monthly closing activities including preparation of journal entries, monthly account reconciliations including balance sheet and P&L; properly documents activity and reconciling items.
- Compiles quarterly balance sheet account analysis and coordinates on annual financial audit compliance.
- Performs bi-weekly payroll processing; maintains and monitors accurate job worked pay and coding. Ensures accurate W-2 reporting.
- Oversight or performance of Accounts Payable functions including bill entry, weekly vendor payments and statement reconciliation.
- Assist the Director of Finance in daily banking requirements and maintenance of monthly bank reconciliations.
- Assist in tax return preparation, payment, and reconciliation to include Sales/Use, Transient Occupancy and Non-Resident Withholding.

- Research accounting issues of varying scope and complexity; proposes solutions that support the evolution of the organization in meeting changing needs and standards.
- Participates in the development, maintenance, and monitoring of company policies.
- Prepares and reviews year-end audit schedules, processes, systems.
- Acts as the on-site contact to support all campus department finance needs while providing backup, workload relief, wisdom, and guidance to members of the finance team as needed.
- Supervise day-to-day accounting operations activities including accounts receivable, payable, payroll, inventory and audit, maintenance of general ledger, analysis of data, and preparation and processing/review of payroll.
- Support systems and procedures for transacting financial matters and improving profit within the organization's framework.
- Ensure that the financial system is accurate, efficient, and in accordance with generally accepted accounting principles, governmental and not for profit regulations and advise senior management accordingly.
- Establish and audit all internal financial controls, including purchasing, cash handling and disbursements, inventories, campus equipment, master keys and personnel time records within established guidelines
- Review contracts and legal agreements to assist the organization in maintaining accurate, cost effective and current licenses, permits, insurance and contracts.

Human Resources

- Support the HR function with recruiting, training, wage/benefit administration, compliance with statutory requirements.
- Execution assigned employee relation activities to maximize the quality and professionalism of the campus staff by listening and interpreting concerns and objectives and seeking solutions when necessary.
- Liaison between Finance department and Human Resource department / payroll company to analyze, prepare, input and processes payroll.
- Processes monthly invoicing from insurance providers. Reviews billings for accuracy between enrollment portal, billing system, invoice received, insurance companies and benefits admin companies. Ensures accurate payroll deductions and coding, corrections processed in a timely manner, and monitors codes and advances for payment. Resolves discrepancies with carriers, payroll, employees, and the organization.
- Coordinate COBRA administration for the company with benefits partners. In a timely manner, enters requests for notices for new hires enrolling in benefits, therefore eligible for future COBRA coverage; enters terminations from coverage to prompt COBRA offerings; enters FSA medical and dependent care and HSA enrollments for online account management. Monitor's disbursements and updates deductions due to unpaid time off / leave of absence.

- Coordinates 401k enrollments; communicates rules, eligibility requirements and auto enrollment options proactively to staff; provides answers to questions and communicates update in a timely manner.
- Audits new hires and terminations in the HRIS system to ensure timely and accurate processing, including entering referral bonuses to payroll.
- Assist with new hire orientation training, presentation, and onboarding – introduction, finance partnership, payroll.
- Participates in budget and financial planning.
- Tracks departmental invoicing and expenses, reconciling credit card statement with back up documentation for timely payment.
- Supports the management of employee leaves of absences including FMLA
- Be an ambassador to maintain 1440's positive work culture and "Great Places to Work" status so all staff, guests and family members feel cared for and supported in both their personal and professional lives.
- Help prepare annual budget forecasts for the HR department by analyzing and estimating past and future costs; create and oversee direct expense worksheets.
- Must be able to understand and apply complex information, data, etc. from various sources to meet appropriate objectives.
- Must be effective in problem resolution; anticipating, preventing, identifying and solving problems that arise; willingness to work a flexible schedule based on business demands.
- Possess thorough knowledge of Accounting practices and procedures; considerable knowledge of state and federal laws and regulations pertaining to financial, human resource, and non-profit matters.
- Ability to attend to guests, staff, departmental managers, senior management, and company officers in an attentive, friendly, courteous, and service oriented manner.
- Strong "deep hospitality" mindset which requires strong customer service, a mindful like-hearted authentic approach, as well as sound written and oral communication skills.
- Other projects and duties as assigned by senior leadership.

Essential Skills and Experience

- Bachelor's degree in a Business major is preferred.
- 1-3 years experience in Accounting leadership in a related industry.
- 1-3 years experience in Human Resources benefits administration.
- Ability to manage multiple projects and priorities simultaneously, adjusting workload to meet changing circumstances.
- Strong computer knowledge: particularly MS Office, Opera, ADP, Oracle, and other Accounting software.
- Affinity with 1440 Multiversity's mission and core values.
- Highly collaborative, flexible team player, keen to engage in positive, supportive, professional relationships; enthusiastic about quality and process improvement.
- Previous non-profit leadership experience preferred.

**AAP/EEO Statement**

1440 Multiversity provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, 1440 Multiversity complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

1440 Multiversity expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of 1440 Multiversity's employees to perform their job duties may result in discipline up to and including discharge.

I have received, reviewed, and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions described herein.

Employee Name _____

Date _____

Employee Signature _____



KPIs and Goals

Qualitative

- Demonstrate ability to adhere to and enliven the 1440 Multiversity culture platform on a consistent basis by being perceived as a respected leader who effectively communicates and guides a team who understands and proactively supports the needs of all associates, faculty, meeting planners, and guests.
- Participate in learning by attending at least one 1440 Learning Program and outside professional learning program per year.
- Complete employee census audit monthly and compile schedule of corrections, with distribution to the Director of Finance and the Director of Human Resources.

Quantitative

- Create and complete the following financial and operational reporting metrics per deadline:
 - Payroll manager submission checklist and scorecard – bi-weekly by payday
 - Payroll manual check clearing 23900 reconciliation – monthly by the 10th
 - Balance sheet account analysis – quarterly by the last day of the following month