

**Job Title:** Controller – University Accountant  
**FLSA Classification:** Non-Exempt  
**Reports to:** Vice President for Financial Services

**Position Goal:**

The goal for each member of the USW campus community is to consistently live the principles of the mission of the University.

*University of the Southwest is a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing individual faith, responsibility, and initiative.*

- *Teaching at University of the Southwest adheres to belief in God, in the Bible as the inspired Word of God, in Jesus Christ as the Son of God, and in the separation of church and state.*
- *University of the Southwest strives for excellence in academic curriculum, campus life programming, and student activities in a supportive educational community where freedom of thought and expression is honored and the demonstration of faith in acts of service is encouraged.*
- *At University of the Southwest, students are instructed and mentored by a faculty and staff who demonstrate Christ-centered values and maintain an environment where students can live and work cooperatively, valuing the multiple cultures from which they came.*
- *As a community of initiative, University of the Southwest challenges graduates to become enterprising members of our society contributing to the common good by advocating and participating in the productive commerce of free enterprise, the constitutional privilege of self-government, and the practical contributions of community service.*

**Position Summary:**

The Controller – University Accountant supports and advances the University’s mission by accounting for the institution’s fiscal, auxiliary, and support services. Reporting to the Vice President for Financial Services, the Controller – University Accountant insures the integrity and vitality of the University through responsible and prudent financial management consistent with generally accepted accounting procedures. The position can be either part-time or full-time.

**Essential Functions:**

1. Accounts for all university income and expenditures within the parameters of the Board approved annual unrestricted budget under the direction of the Vice President for Financial Services.
2. Accounts for the disbursement of restricted and endowed funds to insure compliance with stipulations of donors and funding sources.

3. Prepares comprehensive, monthly financial statements.
4. Implement and maintain generally accepted accounting principles.

**Other Responsibilities:**

1. Performs other related duties as assigned.
2. Participates in campus activities.

**Education, Experience and Skills Required:**

1. Bachelor's degree in Accounting, Business Administration or related field. Advanced degree, significant professional experience as an accountant, or CPA preferred.
2. Strong and comprehensive analytical skills; effective interpersonal skills; and strong oral and written communication abilities.

The undersigned acknowledges that he/she has read and comprehends this job description. Further, the undersigned affirms his/her understanding that the responsibilities, expectations, and requirements itemized below are only intended to be a general description of the job, and should not be construed to represent an exhaustive, all inclusive description of the position duties and requirements. University of the Southwest reserves the right to modify this job description at the University's discretion.

By his/her signature, the undersigned agrees to perform, to the best of his/her abilities, the position provided for in this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date