

**Kingswood University
Sussex, New Brunswick**

JOB DESCRIPTION

Position Title: Controller

Classification: Full-time (35 hours per week), 12 months

Responsible To: Executive Vice President

Purpose: The Controller is responsible for the day-to-day management and integrity of the University's financial operations, ensuring compliance with applicable regulations and the accurate, timely reporting of financial information to support institutional operations and decision-making.

Key Responsibilities:

A. Financial Operations & Reporting

- Manage the day-to-day accounting operations of the University, including general operating, capital, and restricted funds.
- Ensure timely and accurate recording of financial transactions, month-end close activities, journal entries, and account reconciliations.
- Prepare and distribute monthly financial statements and supporting reports for University leadership and departments.
- Provide regular financial reports to the EVP, including information related to capital projects, restricted funds, mortgages, and designated accounts.
- Maintain accurate financial records and ensure audit readiness; serve as the primary liaison with external auditors.
- Prepare and submit required financial and regulatory reports to government agencies and other external bodies.
- Support institutional reporting requirements related to nonprofit status, accreditation, and denominational affiliations.
- Develop and manage the Finance Department budget within limits approved by the Administrative Cabinet and the Board of Trustees.

B. Payroll Administration

- Administer the University's payroll function in compliance with institutional policies and all applicable regulations.
- Process payroll accurately and on schedule for all employees, including earnings, deductions, benefits, and direct deposits.
- Maintain complete and confidential payroll documentation and employee records.
- Ensure timely submission and reconciliation of statutory payroll remittances and year-end reporting (e.g., T4, T4A).
- Prepare Records of Employment and other payroll-related documentation as required.

- Calculate and process special payroll items (e.g., bonuses, farewell gifts) in accordance with University policy and required approvals.

C. Accounts Payable

- Oversee accounts payable processes, including invoice review, authorization verification, coding, and payment processing.
- Ensure payments are issued accurately and on time, maintaining appropriate supporting documentation and records.
- Maintain organized and auditable files for all disbursements.

D. Cash Handling & Supervision

- Supervise the Receptionist/Cashier function, including guidance on receipt allocation, documentation, and cash balancing.
- Provide backup coverage for cashier/reception responsibilities as needed.

E. Financial Aid & Student Accounts Support

- Reconcile financial aid funds received from Canadian and U.S. government sources with institutional records.
- Coordinate with the Director of Financial Aid to ensure accurate processing, reconciliation, and reporting of student aid funds.

F. Institutional & Community Responsibilities

- Faithfully attend chapel, staff meetings, and in-service events.
- View the role as a ministry position, including mentoring students as opportunities arise.
- Perform other related duties necessary to support the effective operation of the Finance Department.

Qualifications:

- Post-secondary diploma or degree in accounting, with a minimum of five years of relevant experience, or an equivalent combination of education and experience.
- Strong knowledge of accounting and bookkeeping practices, including month-end and year-end processes.
- Demonstrated experience with payroll administration and statutory reporting requirements.
- Proficiency with accounting software (experience with Sage 300 preferred) and Microsoft Office, particularly Excel.
- High degree of accuracy, attention to detail, and ability to manage multiple priorities in a deadline-driven environment.

- Strong interpersonal and communication skills, with the ability to interact professionally in sensitive or stressful situations.
- Ability to work independently while operating within established policies, procedures, and oversight structures.
- Demonstrated integrity, discretion, and ability to maintain strict confidentiality.
- An understanding of and ability to communicate Christian values and beliefs to students. A strong commitment to the Wesleyan-Arminian theological perspective and to a Christ-centered approach to education for transformation.

Values:

- Godly, spiritually mature, fully devoted to Christ and the Church.
- Genuine and evident love for other persons demonstrated by consistent spirit of kindness, compassion, and respect for all other persons.
- Integrity and moral excellence, with life above reproach.
- Code of personal conduct consistent with membership commitments for leaders of The Wesleyan Church.
- Commitment to enthusiastically assist in fulfillment of Kingswood University's mission.
- Commitment to exemplify Kingswood University's core values, including total ownership, prioritize students, collaborative synergy, growth mindset, enthusiastic engagement, uncompromising integrity, and innovative flexibility.

General University Information:

Kingswood University is owned by The Wesleyan Church of North America. The mission of Kingswood is to serve Jesus Christ by strengthening the local and global church through forming Christ-like servant leaders in a community that creatively blends academic excellence and practical ministry experience with intentional spiritual formation.

Direct resumes to:

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