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JOB POSTING
OFFICE OF HUMAN RESOURCES
September 19, 2022

POSITION: Controller
DEPARTMENT: Finance
REPORTS TO: Vice President of Finance
DIVISION: Finance

GENERAL DESCRIPTION: The Controller is responsible for assisting the Vice President of Finance with the financial affairs of the College. Reporting to the Controller is the Assistant Controller, Accountant, Payroll Accountant, Student Accounts Manager.

SPECIFIC RESPONSIBILITIES:

1. Establish and maintain internal accounting & operational controls.
2. Financial accounting and reporting.
3. Budget development and control.
4. Risk management.
5. Coordinate external annual audit.
6. Assist with preparation of tax returns.
7. Assist strategic planning process.
8. Maintain professional and technical knowledge.
9. Contribute to organizational effectiveness.
10. Other duties as assigned by the Vice President of Finance.

QUALIFICATIONS: Bachelor's degree in accounting and master's degree or CPA required. Public accounting experience preferred. Other requirements include proficiency in Microsoft Office, excellent organizational and interpersonal skills, ability to exercise professional judgment, adapt quickly to change and ability to work within a collaborative decision-making arena.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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