



## **Controller**

### Job Description

<b>Job title</b>	<i>Controller</i>
<b>Job type</b>	<i>Full-Time</i>
<b>Reports to</b>	<i>President</i>

#### **Job purpose**

Oversees DIU's daily accounting operations, including the accounting, payroll, accounts payable and accounts receivable departments. The controller also helps guide DIU's strategic financial decisions and is therefore integral to the financial health of the institution. The controller may office by remote, but should expect to come to the DIU campus approximately one week per month.

#### **Authority**

The Controller is appointed by the President and approved by the Board. The Controller is responsible to and supervised by the President. The areas of authority are in budget, banking, government financial legalities and audits. At the discretion of the Board of Trustees, the Controller may be appointed as the Treasurer.

#### **Duties and Responsibilities<sup>i</sup>**

- To oversee the establishment of the budget, as well as control and budget revisions.
- To oversee the day-to-day financial operations of DIU, such as banking, bookkeeping, annual audit and reports of the school's accounts.
- To oversee the financial relations and reports to the government.
- To give leadership to DIU's financial staff.
- Prepare and present the annual general budget for DIU.
- Monitor and advise the President of the financial stability throughout the institution
- Review the accounting operations of DIU and update them as needed.
- Establish and maintain financial records, submitting annual reports.
- Appraise the insurance needs of the Institution and administer the insurance program.
- Have an annual audit made by a qualified auditor.
- Attendance at Transform, Senior Staff meetings as scheduled, and availability to the DIU community according to regularly scheduled times. In addition, special events such as monthly Faculty/Staff forum, semi-annual Faculty/Staff Inservice Day, Commencement, etc.

#### **Required Knowledge, Skills and Abilities**

- Proficient use of Microsoft Office programs and office equipment.
- Confidentiality, helpfulness, and people skills.
- Financial record-keeping using accounting software.
- Ability to handle large amounts of data.

- Ability to communicate effectively with board members and other staff.
- Knowledge of SIL and WBT operations preferred.
- Knowledge of non-profit financial management and accounting.
- Willingness to learn and use the DIU administrative computer system – Campus Café.

### **Qualifications**

- BA in finance related degree; MBA preferred.
- 5 years of experience in financial work; non-profit finances preferred.
- Display excellent leadership, management, and interpersonal skills.
- Possess strong organizational abilities and is detail oriented.
- Normal health is required. The position requires only occasional, moderate physical effort.

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<sup>i</sup> Staff members may be requested to perform job-related tasks other than those specifically presented in this description.