



## HAWAII BAPTIST ACADEMY

### JOB DESCRIPTION

**JOB/POSITION TITLE:** Comptroller

**OFFICE:** Business Office

**REPORTS TO:** Director of Finance (DOF)

**STATUS:** 12 month (exempt)

**SALARY RANGE:** \$77,286 - \$97,830

**PRIMARY PURPOSE:** The comptroller position is responsible for assisting the director of finance maximizing the return on financial assets by assisting the director in establishing and adhering to financial policies, procedures, controls and reporting systems. This position ensures legal and regulatory compliance with all accounting and financial reporting functions. The comptroller also oversees the day to day activities of the Business Office, including but not limited to cost and general accounting, accounts receivable/collection, accounts payable, fixed assets, inventory, cash management and risk management.

#### **ESSENTIAL DUTIES/FUNCTIONS:**

- Works with the director of finance to plan, develop and implement the fiscal policies, goals, projects, procedures, methods and controls according to generally accepted accounting principles and government regulations.
- Works with the director of finance to ensure legal and regulatory compliance for all accounting and financial reporting functions.
- Works with the director of finance to oversee cost and general accounting, accounts receivable/collection, accounts payable, fixed assets, inventory, and risk management.
- Assists and manages the reporting of all financial transactions according to deadlines.
- Assists the director of finance with cash management for daily cash-flow to ensure funding for daily operations and long-term needs are adequate, and bank reconciliations and bank account management with financial institutions for all banking issues.
- Assists the director of finance in working directly in providing timely budgetary reports for senior leadership and respective budget managers.

- Assists the director of finance in working directly with auditors to ensure smooth and timely year-end audit, including schedules and report preparations.
- Occasionally, in the absence of the director of finance, interacts with the senior leadership team and works with members of the leadership teams, department heads to explain financial concerns; and ensures budget guidelines are followed.
- Assists the director of finance in working with the President's Office and insurance broker to ensure adequate coverage for all liability concerns.
- Assists the director of finance and the President's Office in working directly with legal counsel concerning various school matters (i.e., property taxes, contracts, etc.).
- Assists the director of finance and the President's Office working with department heads to review and approve school-related contracts for propriety.
- Works directly with bankers regarding all finance/banking issues.
- Works directly with the Development Office to ensure proper recording and treatment of gifts and grants.
- Directs the work of Business Office employees (GL accountant, Accounts Receivable and Accounts Payable) within their area of responsibility, with authority to assign duties, approve leave, establish employee work schedule and evaluate employee performance.
- Works with the director of finance in the annual admissions, enrollment process, financial aid and scholarship endowment processes.

**OTHER DUTIES/FUNCTIONS:**

- Attend scheduled senior leadership meetings as advised by the director of finance.
- Provides information to the HBA board of directors (through the HBA President) as requested and advised by the director of finance.
- Attends HBA board meetings as necessary and directed by the director of finance.
- Serves as member of the safety committee and chair as assigned by the President.
- Attends the annual PTF Fun Fair and works with the PTF treasurer in the planning and collections of scripts, online transactions and funds.
- Works directly with the Director of Technology, in all areas associated with financial systems, including the annual year-end system rollover.
- Works directly with the Admissions Finance Coordinator in the annual admissions, enrollment process, financial aid and scholarship endowment processes.
- Other duties as assigned.

**CORE VALUES OF HBA:** An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

**WORKING CONDITIONS:**

- Equipment Use: Use of normal business office equipment, including, but not limited to computers, copying machines, and other machinery.
- Work Hours: Normally 8 a.m. – 4:30 p.m., Monday-Friday. Heavier seasonal workload, i.e., audit, enrollment, budgeting, and end of year tasks.
- Mental Demands: Attention to details, ability to reconcile financial data, ability to work with diverse groups of people, ability to perform tasks simultaneously, and learn new technologies in limited time.
- Physical Demands: Sitting in meetings for extended periods. Screen-time demands for extended periods. Occasional extended work hours.<sup>1</sup>

**QUALIFICATIONS/REQUIREMENTS:**

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his or her life; demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message," the tenets of the Southern Baptist denomination. Active member of a local Southern Baptist church, affiliated with the Hawaii Baptist Convention preferred or church of like faith and practice as determined by the Board of Directors of Hawaii Baptist academy.
  - Skills/Knowledge: Excellent verbal and written communication. Good organizational skills. Outstanding interpersonal relationship skills. Strong management/leadership skills. Proficiency in computerized word processing, electronic spreadsheet, ability to process and analyze financial data, and boardroom presentations. Understanding of GAAP procedures and non-profit accounting principles.
  - Education/Training: Bachelor's degree in Accounting from an accredited university, CPA preferred but not required.
  - Experience: Minimum of five years in Accounting of which two years in a supervisory capacity.
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