

## **Saint Tikhon's Seminary Announces Search for Financial Controller**

South Canaan, PA -- St. Tikhon's Orthodox Theological Seminary invites qualified men and women applicants for the position of Financial Controller. As a member of the Seminary Administration, the Controller reports to the Dean of the Seminary. The Controller also serves as a member of committees as appointed by the Rector or Dean of the Seminary. A review of applications for this position will begin presently, with the position open until filled.

Interested candidates are asked to submit a letter of application, a current resume, and a list of references to [employment@stots.edu](mailto:employment@stots.edu).

### **DUTIES**

The Seminary's Controller oversees all financial and accounting activities, and is responsible for budget management, financial analysis, payroll, forecasting, accounts payable, accounts receivable, and financial reporting.

The essential functions of the Controller include the following:

- Participating in the development of and supporting the Seminary's strategic plans;
- Managing the production of the annual budget;
- Preparing monthly financial statements and related reports including, but not limited to, balance sheets, income statements, cash projections, budgets, variance analysis, department reports, restricted asset reports, and reports to the Board of Trustees;
- Developing and maintaining a detailed monthly closing checklist;
- Coordinating the provision of information to external auditors for the annual audit;
- Supervising and providing support for accounts receivable, accounts payable, billing etc.;
- Processing payroll;
- Reconciling general ledger and bank statements;
- Reconciling all significant general ledger accounts to underlying detail and analysis;
- Overseeing the operations of the accounting department;
- Developing and managing financial controls in accordance with the Seminary's procedures;
- Monitoring the financial performance of the Seminary;

- Maintaining underlying documentation in support of endowment funds and gifts for restricted purposes;
- Recording and maintaining a trial balance of individual endowment and restricted accounts and reconcile the same monthly to the general ledger; and
- Upholding the Saint Tikhon's Orthodox Seminary's mission by interacting thoughtfully and respectfully with all stakeholders.

## **COMMITMENTS TO THE MISSION OF THE INSTITUTION**

Due to the nature of the purpose of the institution, candidates applying for the position must also agree to support and advance the established mission and purpose of the Seminary, which can be found [HERE](#).

## **MINIMUM JOB REQUIREMENTS**

Minimal requirements for the position of Controller include the following:

- A bachelor's degree in accounting, finance, or a related field;
- At least five years of accounting experience in a nonprofit setting, preferably in a senior accounting or financial management role;
- Demonstrated proficiency with Microsoft Excel and Google Workspace;
- Willingness to become proficient in accounting software platforms used in nonprofit organizations (e.g., Blackbaud, Aplos, etc.);
- Strong organizational skills;
- The ability to communicate effectively with a wide range of constituencies, including senior Seminary leadership, administrative staff, and vendors;

As the Controller will fulfill his/her role as part of an administrative team, primary work responsibilities are to be conducted on campus with occasional work from home.

## **COMPENSATION**

Compensation for the position is from \$70,000.00 per year, plus health care and pension benefits.

## **WEEKLY HOURS**

Full-time (40 hours) or Part-time (32 hours) terms negotiable based upon previous professional experience.

## **BACKGROUND CHECK**

Any offer of employment will be contingent upon satisfactory completion of a background check, which will include a criminal history check. Please note that prior convictions, including felony convictions, will not necessarily bar an individual from employment, but each case will be examined separately.