VACANCY at RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI  38635

Applications are invited for consideration for appointment to the following position:

<table>
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<tr>
<th>TITLE:</th>
<th>Comptroller</th>
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<tr>
<td>DEPARTMENT:</td>
<td>Business Office</td>
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<tr>
<td>DATE TO BE FILLED:</td>
<td>Immediately</td>
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RANK OR POSITION AND SALARY RANGE: Negotiable based on experience

BRIEF DESCRIPTION OF RESPONSIBILITIES: Rust College is seeking a Comptroller to join the business office team during Rust College’s season of T.R.A.N.S.I.T.I.O.N. (Teamwork, Respect, Accountability, Nimble, Student-Centered, Innovation, Technology, Integrity, Optimistic, Nurturing). Working under the direction of the Vice President of Finance, the Comptroller will be a change agent for helping to ensure the fiscal health and sustainability of Rust College, the oldest historically black college and university in the state of Mississippi.

The successful candidate will assume the responsibility for planning, organizing, coordinating, directing, and monitoring all aspects of the financial operations of Rust College, including accounting, payrolls financial reporting/systems, budget, cash management and other finance-related functions.

Duties include:

- Works under the general guidance of the VP of Finance in administering the planning and evaluation functions of the Business Office and Finance Department.
- Manages and controls the operations within the department to assure compliance with Rust College’s financial policies, governing statutes/regulations and applicable professional and ethical standards.
- Continually evaluates internal controls and systems/procedures to ensure the effective and appropriate utilization of college resources in administering the financial management function.
- Coordinates the work within the Finance Department with the heads of the other departments within college to facilitate the achievement of financial operational efficiencies, divisional objectives and to assure maximum effectiveness in providing essential financial services to the college and academic divisions within the college.
- Assist in the strategic planning process to best align financial resources with the college’s strategic priorities.
- Assist in preparing financial reports.
- Plays an integral role in the budgeting process and working cross departmentally to assist department heads with managing departmental budgets.
- Provide financial training to employees when needed.
- Ongoing evaluation and management of the college’s financial risk with the goal of advising senior leadership of best use of the college’s financial resources.

The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.
QUALIFICATIONS:

To be successful in this role, a candidate must have:

- At least 6 years of increasingly responsible professional experience and management in higher education or similar institutions required.
- Bachelor’s degree in Accounting, Finance or related field; Certification/Licensure Certified Public Accountant (CPA) certification must be in active and good standing. CPA
- Comprehensive managerial experience at a senior level in financial management. Prefer some of this managerial experience in a public school system, state university, community college, or state agency.
- Exceptional numerical ability and strong organizational skills
- Experience with spreadsheet and financial analysis software
- Successful track record of establishing credibility and trust within an organization.
- Excellent facilitation and oral and written communication skills; ability to prepare clear and concise reports and deliver formal presentations or training to senior management and other audiences.
- Attention to detail coupled with patience and tenacity
- Knowledge of regulatory and other financial standards and requirements
- Understanding of taxation, payroll and other fiscal aspects of a business
- Experience conducting audits

SPECIAL INFORMATION: Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866. The campus is located 35 miles east of Memphis, Tennessee. The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest to:
Mr. Corey Buchanan, Director of HR
Rust College
150 Rust Avenue
Holly Springs, MS  38635
E-Mail: careers@rustcollege.edu

CLOSING DATE FOR RECEIPT OF APPLICATION: Open until a qualified applicant is found
POSTING DATE: 1/18/2021

Rust College is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law. Rust College is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for
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