

# PAUL QUINN

**Position: Controller**

**Location:**

Dallas, Texas ( in-person role)

**Salary Range:**

\$75K - \$100K

**Application Information**

- Deadline to Apply: Open Until Filled

**About Paul Quinn College**

Paul Quinn College (PQC) has been widely recognized as one of America's most innovative small colleges. Founded in 1872 by African Methodist Episcopal Church preachers, PQC is a private, four-year, faith-based, liberal arts-inspired Historically Black College. Located in southern Dallas, we proudly educate students of all races and socio-economic classes under our institutional ethos, WE over Me. Guided by our mission to create servant leaders and agents of change for the global marketplace, we are committed to providing a quality education that addresses students' academic, professional, and social development.

By focusing on academic rigor, experiential learning, and entrepreneurship, PQC has become a model for urban higher education. As the ninth federally funded Work College in the nation and the first Urban Work College in history (first-ever minority-serving institution (MSI), Historically Black College, and Texas-based institution), all PQC residential students are required to work 12-15 hours per week in addition to managing their academic course load. As a Work College, PQC provides students with the unique opportunity to spend their college career gaining real-world work experience while paying less than \$18,000 per year for tuition, fees, room, and board. The vision of the Work College Program is to transform ability into action and potential into achievement by encouraging all students to embrace the ideals of disciplined work, servant leadership, and initiative in preparation for lives of financial freedom, community engagement, and outstanding character.

The Urban Work College model not only makes PQC a unique post-secondary institution, but it is also of material importance for our students given that every year, 80 - 85 percent of them are eligible for Pell Grants. Additionally, because our students come from families where long-term unemployment and under-employment are prevalent, our work program provides them with the type of internship experience they have historically been denied.

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Under President Michael J. Sorrell's leadership, Paul Quinn has become one of the nation's most innovative and respected small colleges. Fortune magazine recognized President Sorrell's work and the College's transformation by naming him one of the World's 50 Greatest Leaders. President Sorrell is also a three-time award winner of HBCU Male President of the Year by HBCU Digest and was named by Time Magazine as one of the "31 People Changing the South."

For more information about Paul Quinn College, please visit [www.paulquinn.edu](http://www.paulquinn.edu)

## Position Overview

Paul Quinn College seeks a Controller to direct and coordinate the College's business services functions and procedures and ensure compliance with all state and federal regulations and policies. This position of the Controller is responsible for recording, analyzing, reconciling, and maintaining the institution's financial records in an automated environment. This includes preparing financial statements, performing financial analysis, maintaining appropriate internal control measures, security of records, grants, and contracts accounting, monitoring approved budgets, and preparing financial reports to external agencies and college personnel. The Controller shall perform all duties while promoting opportunities for inclusion, expressing the value of differences, and regularly demonstrating the college's commitment to its mission. The Controller supervises the college's day-to-day financial, accounting, and treasury operations, including accounts receivable, accounts payable, general ledger, fixed asset management, cash management, and payroll. The controller develops and manages annual budgets, establishes financial policies and standards, and directs and controls all college financial activity covering the receipt, expenditure, and safekeeping of funds and assets by performing the following duties personally or through direct reports:

- Coordinates accounting functions of general ledger, accounts payable, accounts receivable, cashing, payroll, and capital construction. Ensures accounting functions are accomplished accurately and expeditiously and in accordance with generally accepted accounting principles and policies, federal and state regulations, and institutional policies and requirements. Conduct reconciliations, make adjustments, and analyze accounts.
- Conducts the preparation and analysis of periodic financial statements and performs year-end closing of financial records, including preparing internally generated financial statements for annual external audit. Implements recommendations brought about as a result of the independent financial audit.
- Ensures grants and contracts are properly accounted for and reported as required. Work with grant coordinators to ensure proper grant activities, accounting, and reporting.
- Provide fiscal guidance and support to other departments within the College and throughout the service area to facilitate smooth operations and maintain internal controls. Assists with analysis of accounts and budgets, budget preparation, monitoring, and reporting. Conducts training for college personnel on the use of institutional accounting systems.

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- Ensures proper and adequate internal controls and effective audit trails are maintained. Reviews existing procedures and implements or makes recommendations for new procedures as necessary. Keeps the CFO informed of relevant accounting changes.
- Prepares financial data such as IPEDS and other surveys and financial reporting needed for external data requests.
- Perform other duties as assigned.

## Required Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field from an accredited institution.
- Minimum of 5 years of professional experience in non-profit organizations or higher education settings in a managerial level position with supervisory responsibility for financial operations.
- Minimum of seven years of experience in finance and accounting
- Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP).
- Experience gained through increasingly responsible management and/or leadership/supervisory positions within accounting or finance, including general ledger, cash receipts/disbursements, financial statements, audit, and internal control knowledge.
- Strong knowledge of automated, integrated accounting systems and advanced Excel spreadsheet experience.
- Well-developed financial analysis capabilities.
- Strong analytical capabilities; excellent written, verbal, problem-solving, and communication skills; in-depth working knowledge of computerized accounting systems (QuickBooks/Elucian Colleague a plus); demonstrated track record as a team player; proven experience with Microsoft Office suite.
- Through knowledge of integrated financial systems and related automated systems applications.
- Strong supervisory and team management experience in a customer-oriented environment.
- Ability to listen and decisively communicate both verbally and in writing .
- Occasional long and irregular hours necessitated by special projects, compliance with deadlines, length of institutional day and week, and committee service as necessary.

## Preferred Qualifications

- CPA Certification/Licensure or equivalent
- Experience with Banner Financial Software Systems
- Lean Six Sigma Certification

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## Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills and the ability to work effectively with various constituencies in a diverse community.
- Strong knowledge of non-profit accounting principles and processes.
- Highly developed and comprehensive financial management skills.
- Strategic planning skills.
- Ability to develop, plan, and implement short- and long-range goals.
- Knowledge of investment strategies and techniques.
- Ability to review and assess the operational and financial viability of new and existing contractual arrangements and grant proposals.
- Ability to foster a cooperative work environment.
- Strong human capital development and resource management skills.
- Knowledge and understanding of institutional policies and procedures and regulatory environments.
- Knowledge of assets and funds management principles, methods, and techniques.
- Knowledge and possession of high professional standards and a personal code of ethics
  - characterized by honesty, integrity, openness, and fairness.
- Strong analytical, critical thinking, and decision-making skills.
- Comprehensive knowledge and understanding of Federal and State financial laws, regulations, and operating guidelines.
- Organizational planning, structuring, and staffing skills.
- Strong analytical, critical thinking, project management, problem recognition, and resolution skills.
- Ability to interpret and appropriately apply accounting principles and regulations .
- Ability and experience in developing, implementing, and maintaining internal controls to effectively safeguard and manage finance resources.

## Posting Specific Questions

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Required fields are indicated with an asterisk (\*).

1. \* What is your highest level of completed education?
  - a. Bachelor's Degree
  - b. Master's Degree
  - c. EdD, MD, PhD, DrPH, JD
2. \* Describe your previous experience related to accounting, ensuring that you provide the length of time associated with that experience as well as your scope of involvement. [Do Not Indicate See Resume - your written response is required.]
  - a. (Open Ended Question)
3. \* List any professional finance/accounting certifications that you currently hold.
  - a. (Open Ended Question)

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4. \* Please provide your salary requirement. Do Not Enter Negotiable, a specified salary range is required. Not providing a salary requirement will result in your application being incomplete and will not be considered.

## **Applicant Documents**

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### **Required Documents**

1. Curriculum Vitae or Resume
2. Cover Letter

### **Application Procedures**

Please submit your completed application and application materials to [hr@pqc.edu](mailto:hr@pqc.edu)