

**Advertisement for the Position  
of  
Controller – AME Zion University**  
resumes@amezion.edu.lr

The African Methodist Episcopal University is seeking suitable qualified individuals to fill the following position:

**COMPTROLLER**

The position is a senior position and reports to the Vice President for Administration

Job Specifications

Plan, organize and supervise accounting-related functions for the University, including general accounting, policy development, cash management, budget, audit preparation, forecasting, revenue and expenditures, purchasing and accounting related contract compliance.

Duties and Responsibilities

- Supervise personnel in providing accounting-related services for the University including training, scheduling, assigning and reviewing work, evaluating performance, performance coaching, and recommending or carrying out various personnel actions
- Research, evaluate, develop and recommend general financial policies/procedures/manuals and modifications to existing methods to improve effectiveness and efficiency
- Prepare or oversee the preparation and review of financial statements, bank reconciliations and reports related to the University's financial affairs; provide information, specific analysis, and appropriate training or others on financial and budgeting issues, etc.
- Notify appropriate persons and /or take corrective actions as necessary. Review and strengthen financial and internal controls to ensure protection of the University financial resources and assets
- Formulate and enforce policies and procedures regarding University cash disbursement
- Schedules annual audit in conformity with the Board of Trustees; schedule audit and work with auditors in answering questions, providing necessary information and explaining accounting/financial system; review audit results and implement necessary/recommended internal controls and or revisions
- Analyze budget revenues/expenditures as ordered. Prepare department budget requests and monitor expenditures for compliance with approved budget
- Review daily cash balances. supervise the encumbrance system and monitor account balances
- Excellent knowledge in QuickBooks, Excel and Microsoft Office products
- Undertakes any other work related assignment, as and when directed to do so by supervisor

Qualifications

Preferably Master Degree in Accounting with a minimum of five (5) years of work experience in a large institution or organization or BBA in Accounting with a minimum of (8) years of working experience in a large institution.

Deadline for submission of resumes is March 15, 2020. Please submit your resumes to resumes@amezion.edu.lr