



JOB OPENINGS

MORRIS BROWN COLLEGE
ATLANTA, GEORGIA

Controller

Overview:

Reporting to the Chief Financial Officer, the Controller is an important part of Business and Finance Team and a collaborative partner in meeting various institutional goals and objectives. Additionally, the Controller will demonstrate by example, a clear commitment to providing excellent customer service. Moreover, the Controller ensure effective administrative support for students, faculty, and staff for the campus.

Job duties

The Controller will perform the following duties and responsibilities:

- Supervise, manage, and organize general accounting, internal controls, accounts payable, payroll cash management, investment activities, purchasing and procurement.
- Ensure accurate accounting of all College transactions in accordance with generally accepted accounting principles and financial accounting Standards Board (FASB) Statements 116 and 117.
- Execute disciplined monthly accounting close process and prepare timely accurate monthly and annual financial statements.
- Design, establish, and maintain an organizational structure and staffing to effectively accomplish the department's goals and objectives.
- Ensure compliance with College policies and procedures relative to all financial transactions and electronic feeds to the general ledger.
- Ensure that all financial obligations are paid in a timely manner and maximizes short-term yields on cash resources.
- Submit periodic reports to Chief Financial Officer such as accounts payable aging, variance analysis, and key financial indicators.
- Coordinate and manage external and internal audits and reviews, with work paper preparation and preparation of annual financial reporting and footnotes.
- Use cash flow projections and planning techniques.
- Ensure reconciliation of endowment and investment funds.

- Ensure that all monies are accurately accounted for and deposited timely and intact with bank accounts.
- Maintain compliance with contractual obligations placed on cash funds by external parties (federal agencies, grantors, others).
- Assist in maintaining satisfactory relations and good credit standing of the College.
- Assist in the preparation of the annual operating budget, capital, and sponsored research budgets.
- Work closely with Financial Aid, Admissions, Student Accounts, Operations other offices/departments.
- Provide ownership and operate on-line integrated Blackbaud FE NXT and Human Resource/Payroll Modules, install updates, revise operating procedures.
- Maintain up-to-date knowledge of federal, state, College accounting policies, procedures, regulations.
- Provide training updates to staff; provide quality customer service to parents and students; serve on committees to enhance service delivery; serve as liaison with external agencies.

The Controller must display the following knowledge, skills, and abilities:

- Must have a minimum of a Bachelor's Degree in **Accounting** (MBA and/or CPA is a plus).
- Must have at least 5 years of progressive experience in a senior-level accounting and reporting position (preferably higher education or non-profit environment), public accounting, customer service, project management, cost/control conscious management, and change management.
- Must have excellent verbal and written communications and interpersonal skills; and excellent organizational/planning/analytical/negotiation and leadership skills.
- Must have the ability to multi-task and prioritize in an environment of change; and the ability to carry out strategic planning and motivate teams to produce quality materials within appropriate timeframes.
- Must have a strong knowledge base in cash handling, data analysis, organizational and management development, financial reporting, and key financial indicators preparation.
- Must be proficient in use of Microsoft Word, Excel, PowerPoint, computerized administrative relational database systems, Internet as a search resource, computer accounting systems (Blackbaud and QuickBooks applications).
- Must have knowledge of generally accepted accounting principles, Financial Accounting Standards Board (FASB) Statements 116 and 117, Federal, State and College regulations related to accounting and reporting.
- Must be a self-starter; and must be a team player with high moral character and integrity.

Benefits

1. **Salary- \$70,000- \$80,000 Depending on Experience**
2. Dental/Medical insurance

3. Paid time off (2 weeks a year)
4. Paid mental health week: In addition to two weeks paid time off, each full-time twelve-month employee will receive 5 additional business days off for rest and recuperation for their mental health. (Must be used as 5 consecutive business days off- time does not roll over).
5. 403B Retirement plan (non-matching at this time)
6. Sick & bereavement leave
7. Disability & life insurance available
8. Some flexible scheduling with President approval (including work from home)
9. Professional development opportunities (provided by the college)
10. As a non-profit, eligible for some student loan repayment/forgiveness perks
11. Spouse/children free tuition waiver (after 1 year of continuous employment)
12. Family medical leave act (up to 12 weeks of unpaid & job-protected leave)

To apply, send resume and detailed cover letter to: careers@morrisbrown.edu

MORRIS BROWN COLLEGE

Adjunct Faculty

Areas: Accounting, Business, Computer Science, Economics, English, Esports, Finance, History, Hospitality, Humanities, Human Resources, Mathematics, Music, Psychology, Project Management, Quantitative Methods

Adjunct Faculty members teach college courses for undergraduate students: Teaches one or more subjects in which faculty member holds at minimum a master's degree or 18 graduate hours within prescribed curriculum- **Terminal degree preferred.**

The Appointee is required, among other things, to teach a minimum of one-two course per semester *as assigned*, undergo classroom observations, advise students, attend department and college faculty meetings, carry out committee assignments, support student activities, and may attend College ceremonies and other activities held at the College. The Appointee is also required to maintain appropriate course and student records and keep office hours as determined by Morris Brown College.

Specific Job Duties:

- 1) Teaches/conducts college courses for undergraduate students: Teaches one or more subjects.
- 2) Prepares and delivers exciting lectures to students; stimulates class discussions using textbooks, and other teaching materials.
- 3) Compiles, administers, and grades examinations.

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Morris Brown College Admissions Specialist Internship

Background

Morris Brown College is a private, coed, liberal arts college in the Vine City community of Atlanta, Georgia, United States. It is a historically black college affiliated with the African Methodist Episcopal Church. Morris Brown is seeking interns to help in various areas of operations to help resurrect the college.

These internships are **non-paid**, however, available for college credit as approved by your institution.

Non-Paid Internship Description- Summer 2022, Fall 2022, Spring 2023

The Admissions Specialist Internship will offer students interested in higher education leadership the opportunity to learn about the admissions/enrollment department. This role supports The Vice President of Enrollment Management & Student Services (VPEMSS) who is a member of the Presidents' senior leadership team, reporting directly to the President. The VPEMSS is the senior administrator of the Enrollment Services area and is responsible for all enrollment planning and execution. In this senior role, the VPEMSS provides comprehensive oversight for planning and implementation of goals, objectives, and strategies related to the office of Enrollment and Student Services as well as ensuring the goals, objectives, and strategies are reflective of the vision and mission of Morris Brown College.

Morris Brown College would like to partner with Clark Atlanta University, Morehouse College, Georgia State University, Kennesaw State University, Spelman College, and other colleges to offer the selected student(s) an opportunity to learn more about our organization while gaining useful experience that will be beneficial post-graduation.

We have a non-paid internship opportunity for the right student(s). In collaboration with the selected college/university, this opportunity will be for college credit (credit hours approved by the individual school) in which the student will work with the office staff of Morris Brown College 10-15 hours a week.

Minimum Qualifications

- Junior/ Senior attending Clark Atlanta University, Morehouse College, Spelman College, Georgia State University, or Kennesaw State University
- Have experience or an interest in higher education, student affairs, registrar office work.
- Experience in utilizing/maintaining social media outlets such as Facebook, Twitter, Instagram, YouTube, LinkedIn, Snapchat, etc.
- Interest in learning more about HBCUs.

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Morris Brown College Registrar Specialist Internship

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Non-Paid Internship Description- Summer 2022, Fall 2022, Spring 2023

The **Registrar Specialist Internship** will offer students interested in higher education leadership the opportunity to learn about the registrar department. The registrar serves as the custodian of the records for students and ensures compliance with FERPA and other regulatory bodies. This person maintains the academic record of all students and plans and implements the registration process for classes. He/she works with other administrators to coordinate times and locations for class meetings and resolve scheduling conflicts. Other responsibilities include keeping records of all college classes and curriculum prerequisites, determining students' graduation eligibility, planning commencement activities, and preparing information such as honors lists, transcripts, and class rankings.

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Morris Brown College Alumni Affairs Department Internship

Background

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Non-Paid Internship Description- Spring 2022, Summer 2022, Fall 2022, Spring 2023

The **Alumni Affairs Department Internship** will offer students interested in higher education leadership the opportunity to learn about the alumni affairs department. This department plans and carries out the College's private fundraising program. Primary responsibilities relate to major gifts, planned gifts, and the major corporate fundraising event. In addition, the department coordinates the daily activities of the Office of Alumni Affairs. The Office of Alumni Affairs is responsible for coordinating all activities that involve the College and its alumni constituency. The Office coordinates programs designed to facilitate the participation of alumni growth and support of the College.

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Minimum Qualifications

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- Have experience or an interest in higher education, student affairs, alumni affairs office work.
- Experience in utilizing/maintaining social media outlets such as Facebook, Twitter, Instagram, YouTube, LinkedIn, Snapchat, etc.
- Interest in learning more about HBCUs.

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