



# NATIONAL AMERICAN UNIVERSITY

## POSITION DESCRIPTION

### Central Administration

To apply, please submit an employment application ([click here for application](#)), resume, and letter of interest to: **Controller**  
**5301 S Highway 16, Suite 200, Rapid City, SD 57701**

**I. POSITION TITLE:** Financial Statement Manager

**II. EMPLOYEE CLASSIFICATION:** Administrative

**III. JOB CLASSIFICATION:** Exempt

**IV. ACCOUNTABLE/REPORTS TO:** Chief Financial Officer

**V. POSITIONS REPORTING TO THIS POSITION:** None

**VI. DUTY HOURS:** The basic workweek shall be 40 hours (Monday through Friday, 8 a.m. to 5 p.m.) plus any additional hours as assigned and approved by the supervisor.

**VII. MINIMUM REQUIREMENTS:**

**EDUCATION:** Bachelors degree in accounting or related field required; CPA and masters degree preferred.

**EXPERIENCE:** Two to five years experience in accounting field required. Familiarity with GAAP and public company experience required. Financial reporting experience and consolidation experience preferred. Experience with public accounting and/or large company required.

**PHYSICAL:** Reaching, bending, dialing, keyboarding, writing, talking, hearing, and ability to lift and/or move objects up to 20 lbs.; finger dexterity.

**SKILLS EXPECTATIONS:** Possess keyboard, ten-key, math and reasoning skills; requires concentration and attention to detail and ability to maintain confidentiality. Proficiency in use of Microsoft Word and Excel required. A thorough understanding of accounting as the underlying foundation for financial statements and analysis of those statements. Strong analytical skills. The ability to communicate well, both in person and in writing.

**VIII. BASIC FUNCTION/PURPOSE OF THE POSITION:** Responsible for the reporting on financial results for all of the NAUH operations. In addition, the analyst will ensure that all financial reports are accurate and completed in a timely manner. Manage and maintain accounting functions and related activities in compliance with local, state, and federal regulations

in support of the mission of the university as defined by the university president and the board of governors.

## **IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:**

### **A. Financial Statements**

- \* 1. Manage the financial reporting process and ensure all reports are completed accurately and within a timely manner.
- \* 2. Prepare financial statement summaries and analysis of financial statements to determine present and future financial performance, and communicate information with the chief financial officer and controller.
- \* 3. Works in cooperation with other departments in drafting the monthly, quarterly and annual reports including interim reports (ie: 8k).
- \* 4. Work with the business office to streamline processes and procedures for financial forecasting and budgeting.
- \* 5. Direct preparation of studies, reports, and analyses in areas such as budgets, forecasts, financial plans, governmental requirements, statistical reports, cash flow projections and business forecasts in accordance with the strategic plan.
- \* 6. Perform periodic analysis of the financial statements to ensure NAUH and the university are operating in accordance with generally accepted auditing standards and governmental auditing standards.
- \* 7. Interpret and inform the CFO and controller on corporate financial policies, government legislation, accounting theory and SEC rules.
- 8. Work with the internal auditor to help manage Sarbanes-Oxley Section 404 (SOX) compliance with both the internal documentation and evaluation of internal controls and the ongoing monitoring and testing.
- 9. Work with the internal auditor on quarterly SOX 302/906 sub-certification process, including coordination of executive interview process and coordinates financial reporting responsibilities established by the Sarbanes-Oxley Act..
- \* 10. Coordinate the annual budget process including preparing, distributing, collecting, consolidating and uploading the Excel worksheets.
- \* 11. Revise budget worksheets on a continuous basis to ensure a timely response to changing outcomes based on direction from the CFO.
- \* 12. Perform periodic analysis to ensure the university is operating within the budget guidelines and inform the CFO and controller of any variances.

- \* 13. Maintain professional and technical knowledge by attending educational workshops or classes; review professional publications; establish personal networks, participate in professional societies.

B. Other duties/responsibilities as assigned by the supervisor.

**X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:** Regional Presidents, Campus Executive Officers, System Director of Human Resources, System Director of Financial Aid, System Director of Student Accounts, Controller and all other faculty, staff, and students of the university.

**XI. LIMITS OF AUTHORITY:** As defined by the policies, procedures and practices of the university and/or university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.

\*Denotes essential elements of the position.