

## Position Vacancy Announcement

### ASSOCIATE CONTROLLER

#### Controller's Office

#### Position Summary

Reporting to the University Controller, the Associate Controller is responsible for managing the daily financial accounting and reporting activities of the University, including but not limited to the development and implementation of relevant financial accounting processes and procedures. The Associate Controller serves as the Controller in his/her absence.

#### Essential Duties, Tasks and Responsibilities

- Provide day-to-day oversight, supervision and management of the functions associated with general accounting within the Controller's office (general accounting, plant fund/capital accounting, accounts payable and payroll or grants accounting). Assist Controller with directing all University accounting activities in support of achieving departmental objectives. May redesign and implement new procedures and practices within the accounting department; at the direction of the Controller, may lead redesign efforts related to the Accounting function outside the department with other University stakeholders. Manage financial reporting for expenditures/payables, capital accounting, payroll or grants activities, including all applicable monthly reports. Assists the Controller in preparing all annual financial reports and statements. Train as back up to the Controller in all areas.
- Supervise general accounting, payables, construction/plant fund accounting, and payroll or grants accounting staff including development of position objectives and descriptions, leave reporting, performance reviews, etc.

Under the direction of the Controller, responsible for:

- Preparation of the University's financial statements in accordance with GASB standards (Governmental Accounting Standards Board).
- Assist Controller in the coordination of the annual external financial, A133, and NCAA audits.
- Assist Controller with payroll related questions and analyses to include ARP, STRS, and OPERS matters.
- Assist, review, and supervise the preparation of other financial reports and tax returns (990T, W2s, 1099s, 941s, OBOR and HEI reporting, sales tax returns, Endowment Studies). Assist Controller in researching and concluding on complex tax related issues.
- Complete special projects and account reviews for Controller and Vice President for Finance and Administration.
- Provide necessary fiscal services and related training to the campus community (both stand alone and coordinated with Business Operations and Budget Office). Develop, implement and manage the accounting functions to ensure the efficient and effective operation of all University divisions and departments.

- In coordination with Business Operations and Budget Office, provide guidance, leadership, and oversight to all decentralized Budget Administrators in all financial and accounting matters.
- Under the direction of the Controller, responsible for system administration related duties related to FMS including maintaining appropriate internal controls and segregation of duties among staff and more broadly outside of the Controller's office.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Specific knowledge of all aspects of payable functions.
- Specific knowledge of all aspects of payroll functions **OR** specific knowledge of all aspects of restricted accounting functions.
- General knowledge of receivable functions.
- Knowledge of state and federal regulations pertaining to public colleges/universities.
- Thorough knowledge of generally accepted accounting principles (GAAP), principles of fund accounting; ability to prepare financial statements (both GASB and FASB)
- Knowledge of audit functions – operational, compliance, and financial
- Ability to design and implement business processes, systems of internal controls and management reporting structures to facilitate decentralized management and control of funds at the department and division levels.
- Ability to orchestrate multiple activities simultaneously through to completion.
- Ability to establish and maintain effective working relationships with internal and external University stakeholders as well as accounting department staff.
- Ability to design, plan, and develop the framework for orderly, timely, and accurate annual closing and to maintain the financial records of the University
- Ability to develop financial training materials and provide training to individuals with various levels of financial expertise.
- Ability to lead, guide, direct, and develop departmental staff.
- Ability to learn new systems, develop financial/accounting procedure/process changes and then lead the change process.
- Ability to communicate well; verbal or written, presentations, etc.
- Ability to identify problems, develop solutions, and implement change.
- Knowledge of advanced accounting software (e.g. PeopleSoft), including query development and execution. Web-based applications preferred.
- Demonstrated written and verbal communication skills
- Demonstrated analytical thinking skills
- Demonstrated financial analysis skills
- Demonstrated commitment to excellent customer service
- Advanced knowledge and experience with spreadsheets (e.g. Excel)
- General knowledge of personal computing (e-mail, internet)
- Prior experience in public higher education or similar non-profit accounting settings.

## **Minimum Qualifications**

Bachelor's degree in Accounting required; or master's degree in business administration or related area with concentration in accounting; or master's degree in accounting with bachelor's degree in related field; or bachelor's degree in accounting or finance related field. Must be a Certified Public Accountant (active or inactive). If inactive at time of hire, sufficient CPE's must be completed within 36 months to return to active status. Also required three to five years experience with; general ledger, payroll, A/P and payroll or grants experience, complex financial analysis and supervisory experience with increasing levels of responsibility. Two to three years experience in or responsibility for financial statement preparation. One to two years experience with; federal, state, and local tax experience, payroll preparation or supervision experience or restricted fund accounting.

## **Salary**

Full-time administrative staff position. Administrative grade level 17. Annual salary range \$55,000 to \$85,000. Salary is commensurate with education and experience. Full benefit package available including tuition fee waiver.

## **To Apply**

Submit cover letter w/email address, resume, and contact information for three professional references to:

Office of Human Resources (Search J-61387)  
100 College Park Office Building  
Bowling Green State University  
Bowling Green, OH 43403-0201

This is a reposting and previous applicants to search J-61387 need not reapply to remain in the search.

Review of applications will begin on July 3, 2009 and will continue until the position is filled.

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at: <http://www.bgsu.edu/offices/ohr>

*Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.*

*We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.*

*BGSU hires only individuals authorized to work in the United States.*

*For information regarding BGSU's crime statistics, please visit Public Safety's website at [www.bgsu.edu/offices/safety](http://www.bgsu.edu/offices/safety).*