



Controller

Department: Controller's Office/Business Services

Recruitment #: S1850

Estimated Annual Salary: \$85,682 - \$100,803

Closing Date: Preference will be given to applications received by **August 17, 2018**. Position open until filled

This is a full-time, 12-month, annually renewable, unclassified position in the Business Services department at Western Oregon University (WOU) in Monmouth. The Controller's Office is responsible for the financial management of the institution and processing and reporting for all financial transactions.

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting, or related field
- Minimum of seven (7) years accounting experience with three (3) years of experience in a senior accounting or financial management role

Preferred Qualifications:

- CPA or Master's degree
- Experience in a higher education environment

****A criminal background check will be required as a condition of employment**

We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

DUTIES AND RESPONSIBILITIES

- Process and report all financial transactions of the institution; Set policy, develop financial goals and objectives of the unit and University; Work in collaboration with the campus and USSE; oversee the annual closing of the books and preparation of the University's financial statements and reports, UBIT tax returns, FISAP coordination, filings related to tax-exempt bonded indebtedness, coordination of the University's federal Facilities and Administrative rate proposal, functional management of administrative data processing systems, including general and operating ledgers, accounts receivable, purchasing, accounts payable, fixed assets, grant and contract accounting, financial aid accounting, student fee assessment, refund/repayment, and assuring appropriate stewardship of University funds and assets.
- Supervise, support and manage the staff of the Controller's Office; Manage a budget of \$1.5M annually; Motivate teams of employees to sustain the highest level of productivity and commitment and demonstrate the capacity to fully understand and manage myriad complex accounting, financial reporting and business-related issues necessary for effective university operations; Promote diversity and inclusiveness through hiring practices, staff training, and awareness measures.
- Work with the Vice President of Finance and Administration to present to the WOU Board members and other internal and external constituencies to promote a thorough understanding of the University's financial policies and condition; Promote the tenants of transparent financial information; Maintain and update WOU policies and procedures and maintain up-to-date policies on the web for use by internal and external constituencies; Work with the Vice President and the Tuition Advisory Committee to maintain and update the annual Academic Year and Summer Session Fee Book. Work with the Budget Manager to support the annual student incidental fee process.
- Work with external auditors and program reviewers to facilitate and coordinate their work; Supervise internal and instructional audits by offering robust training programs and periodic audits to assure internal controls are working and fraud or other abuse is minimized.

- Work with the Legal office to execute contracts and assist departments with various procurements of goods and services
- Represent WOU on numerous inter-institutional committees or workgroups

APPLICATION PROCESS

You may submit all materials online at www.wou.edu/prostaffapp

Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
- 2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references
- 5) Copy of unofficial transcript for highest degree earned

As an alternative, you may submit application materials to:

S1850, Controller, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to employment@wou.edu; **OR** fax to: 503-838-8144.

**Western Oregon University is an AA/EO/Veteran/Disability employer
committed to increasing the diversity of its workforce.**