



## Controller

**Department:** Accounting & Business Services  
**Recruitment #:** S1961  
**Application Deadline:** Review begins **August 15, 2019**. Position open until filled.  
**Salary Range:** \$88,600 - \$104,300  
**Benefits:**

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

### Department / Job Summary:

This is a regular, 12-month, full-time, unclassified position in the Accounting and Business Services (ABS) Department at Western Oregon University in Monmouth. The ABS department is responsible for all accounting and business operations of the institution and for processing and recording of all financial transactions. The operation of the ABS office directly affects each of the institution's employees, students, suppliers, student sponsors, some employees of other state agencies, and some members of the public. <http://www.wou.edu/business/>

The Controller reports to the Vice President for Finance and Administration and CFO and provides leadership for the accounting, procurement, and auditing functions within the university in the following ways:

- 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

***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.***

**Minimum Qualifications:**

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

**Preferred Qualifications:**

- CPA, CMA, or Master's degree in related field
- Experience in a higher education environment

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

**Application Instructions:**

You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

**Required application materials (PDF preferred):**

1. WOU Employment Application available at [www.wou.edu/prostaffapp](http://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 transcripts for highest degree earned

**As an alternative, you may also submit application materials to:**

**S1961, Controller**, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to [employment@wou.edu](mailto:employment@wou.edu); OR fax to: 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

**Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.**