

Colorado State University
University Controller /Director of Business and Financial Services
Job Description

Colorado State University seeks applications and nominations for the position of University Controller/Director of Business and Financial Services, a senior leadership position reporting to the Associate Vice President for Finance within the Division of University Operations. The Director is a key member of the campus leadership team that is committed to excellence and is dedicated to achieving the University's mission to set the standard for public higher education in teaching, research, and service. The Director must possess excellent interpersonal and communication skills, the ability to think creatively to meet the unique and dynamic needs of the campus, facilitate change, listen, and build strong relationships with academic and administrative leadership and other key stakeholders.

Founded in 1870, Colorado State University is a Carnegie research extensive land grant university committed to the ideal that educated and motivated people can make a difference in the world. Today, Colorado State University is setting the standard as a 21st century land grant university by supporting economic vitality, shaping people of skill and character, and targeting the great global challenges of our time through life changing research, teaching, and outreach. One of the leading public research universities in the United States, Colorado State had more than \$300 million in research expenditures in fiscal year 2010, in addition to substantial non-funded scholarship and artistry. Colorado State University's instructional programs cover the broad spectrum befitting a major research university, with a comprehensive array of baccalaureate, master's, and doctoral programs, and has exclusive statewide authority for programs in agriculture, forestry, natural resources, veterinary medicine, and extension. Colorado State University is recognized as a national research leader in engineering, environmental science, biomedicine, and human health and nutrition. Total student enrollment has grown to more than 30,000 undergraduate and graduate students. Colorado State faculty collaborates with students in the classroom, laboratory, studio, and the field to help them reach their highest potential and deploy practical solutions to society's greatest challenges.

The Director of Business and Financial Services/University Controller assists with the financial management of the Institution's budget of \$866.7M; ensures effective accountability and custody of financial assets; is responsible for accuracy, integrity, establishes/monitors financial accountability and compliance with internal controls, policies/procedures and applicable regulatory mandates including generally accepted accounting principles and reporting provisions; works with departments to facilitate compliance with policies/procedures and manages accuracy and timeliness of information; is responsible for assessment and streamlining of processes/procedures to ensure effectiveness and efficiency; develops strong working relationships and provides consulting, training and service to faculty, staff, students and administration as needed,. In addition, the Director of Business and Financial Services/University Controller serves as the University Audit Liaison Official for all external audits. The Department consists of Financial Reporting and Analysis/General Accounting, Financial System Services, Accounts Payable/Travel, Campus Services, Property/Plant Accounting, Cost Accounting including F&A rate negotiation, Accounts Receivable and Collections, Treasury Operations and University Tax Services. The University Controller works closely with the Office of Budgets, Purchasing, Sponsored Programs, College and Unit Business Officers, auxiliary enterprises, and other administrative offices on areas of mutual concern and interest.

Required Qualifications:

- Bachelor's degree in accounting, finance or business administration,
- Minimum seven years of experience in a managerial accounting position with an emphasis on fund accounting,
- Minimum seven years of experience supervising, developing and evaluating professional staff,
- Ability to deliver financial and/or policy presentations to general audiences and/or executive-level leaderships and to represent the University in State and other organizations as delegated,
- Skills in oral and written communication; interpersonal and problem solving skills, and
- Familiarity with the regulatory environment associated with a public nonprofit institution of higher education.

Preferred Qualifications: Preferred qualifications include ten or more years of higher education experience, preferably in a central leadership role in a comprehensive research-intensive university setting; a Bachelor's degree in accounting, a CPA obtained through work experience, a Master's degree in accounting, finance, or other related business discipline, and experience optimizing systems and/or resources to accomplish desired outcomes.

Application Procedures: The University Controller, Director of Business and Financial Services Search Committee will accept confidential applications and nominations until the position is filled. **For full consideration, complete applications must be received by 5 p.m. MST, Friday, January 13, 2012.**

Applicants must electronically submit the following: a current resume; contact information for three (3) professional references; and a letter of interest that addresses the qualifications listed above and the candidate's experience related to the job description. All inquiries, nominations, applications, and materials should be sent to Erika Borges at erika.borges@colostate.edu. All applications or expressions of interest will be handled confidentially until the individuals invited for interviews are announced.

References will not be contacted without the prior consent of the applicant. Salary commensurate with experience.

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.