

# NOTICE OF VACANCY

## Position Title: Controller

---

**SALARY:** Dependent on Experience

**REPORTS TO:** Vice President of Business & Finance

**BENEFITS:** Institutional fringe package includes pension plans, life, health, dental and vision insurance

**POSITION DETAILS:** Full-time

**HOURS:** Monday-Friday; 8:00AM to 5:00PM

**START DATE:** ASAP, Negotiable

**SUPERVISORY SKILLS:** Will supervise all full-time staff within the business & finance department.

**ABOUT USAO:** The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

### POSITION SUMMARY:

Under general supervision of the Vice President of Business & Finance, the Controller will perform advanced professional accounting work involving the application of accounting principles and practices to the resolution of a wide variety of complex accounting problems; serve as a high-level individual contributor, providing expertise and lead work direction to other individuals throughout the University, ensuring that assigned accounting activities are carried out in accordance with established policies, procedures, and generally accepted accounting standards; assist with year-end close processes, year-end GAAP analysis and preparation of financial statements; and general internal and external reporting for the University; work collaboratively with colleagues to provide innovative solutions to policies and processes; assist in system-wide implementations/ modifications of the enterprise system and support software; implementation and compliance of internal controls; and support the mission and the values of the University.

**ESSENTIAL DUTIES & TASKS:**

- Ensure that assigned accounting reporting systems and procedures are in compliance with established administrative policies and procedures and acceptable accounting standards.
- Independently perform in-depth analysis and interpretation of complex data and information, interpret financial reports and statements, and identify problem areas and present and or communicate findings in a clear and effective manner.
- Prepare complex financial statements and reports.
- Analyze account balances and reconcile account balances to internal and external data.
- Analyze accounting control procedures and recommend changes or modifications; recommend and implement changes to the documentation and maintenance of business processes standards and procedures.
- Provide technical advice and consultation to campus administrators.
- Represent the university to external organizations on specific issues.
- Lead projects and initiatives often with high visibility and broad impacts to advance the short and long-term financial goals of the Department and University.
- Lead and work collaboratively with others to build alignment and accomplish assigned projects and initiatives that lead to organizational improvement, greater efficiency, and improved customer service to the campus.
- Provide lead direction to other professional and technical staff and provide training, guidance, and assistance to other staff.
- Assist with the preparation and reporting of all University's budgets.
- Assist with all audits.
- Supervise all business and finance department staff members.
- Perform related work as required and requested by the Vice President of Business and Finance.

**REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Bachelor's degree with a major in accounting or finance.
- Prior experience with Ellucian Software systems (administrative systems and enterprise reporting systems) is a must.

**PREFERRED QUALIFICATIONS:**

- A licensed CPA in Oklahoma; MBA; institution level financial experience at a university or public agency; general understanding of State of Oklahoma and USAO budgeting and financial practice.
- Governmental accounting and auditing experience.
- Five (5) years of experience in professional accounting.
- Previous supervisor experience.

**SKILLS & ABILITIES:**

- Knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting and internal control methods and related laws, rules, and regulations.

- Knowledge of or ability to learn the financial structure and financial procedures of USAO quickly.
- Statistical and mathematical analysis and presentation of data.
- Advanced proficiency with current word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and other types of records management systems. Willingness to learn other essential programs including some travel for training.
- Ability to focus on the intricate details of each job assignment, be well-organized, highly motivated, able to prioritize effectively and to manage conflicting demands. Have strong analytical research and time management skills and a very high degree of commitment to work.
- Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information ideas, and instructions.
- Ability to research authoritative literature, formulate conclusions and recommend implementations required.
- Extensive knowledge of general ledger responsibilities and financial statement preparation.
- Ability to communicate with an ethnically and culturally diverse campus community.
- Ability to work independently and in a close-knit team environment.
- Ability to follow all university policies, procedures and guidelines including but not limited to safety, civility, information security, and non-discrimination policies and procedures.
- Ability to contribute to a positive university experience for every student and assist in achieving the University's mission and objectives.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to sit. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

**TO APPLY:**

Complete the USAO application at ( <https://usao.edu/about/personnel.html> ). When completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.