



University Controller

The Florida International University invites nominations and applications for the position of University Controller. The University Controller will report to the CFO & Sr. Vice President of Finance and Administration and will be responsible for:

- Administering planning, developing, implementing and evaluating all the accounting functions of the University. Supervises or has direct reports responsible for various Controller office functions including General Accounting Financial Reporting, Cash Management, Construction/Auxiliary Accounting, Accounting Systems Support, Federal Funds Liaison with Sponsored Research department, Accounts Payable, Disbursements, Audit Liaison, Cashiering/Bursar, Travel Reimbursements, Tax Compliance and Asset Management/Property Control.
- Maintaining accounting records, overseeing all financial and management reporting, maintaining appropriate fiscal policies and procedures, monitoring budget performance, monitoring compliance with applicable state and federal laws, ensuring compliance with taxation issues, recommending and implementing systems to improve efficiency of operations, and providing overall guidance in fiscal matters relating to the operation of the University.
- Assuring the proper and timely recording of transactions in the accounting system of record in order to allow for management reporting, Board reporting, financial analysis and budgetary control by the departments within in the University. Assures the timely and accurate completion of the annual audit prepared by the State Auditor General's Office. Recommends systems enhancements and works with the University Technology department to assure changes are properly configured and implemented.
- Supervising the liaison with the Office of the Inspector General and State Auditor General's Office. Ensures that programs under its direct supervision adhere to the basic requirements of internal control and good office procedures, determines where enhancement are needed in current procedures, and develops, an appropriate plan required to effect change.
- Interpreting Finance and Accounting policies from standard setting bodies for Generally Accepted Accounting Principles and various oversight agencies including the NACUBO, Board of Governors, Board of Trustees, Federal, State and Local granting agencies.
- Interpreting generally accepted governmental accounting principles of the American Institute of CPA, National Association of College and University Business Officers and State of Florida Law and Accounting General Opinions. Policy development in internal matters related to administration or Finance and Accounting with approval from the SVP of Finance.
- Establishing of internal controls for the University especially in regards to collection procedures followed in Student Financials. Works closely with internal and State auditors on operational audits and designs procedures to prevent internal control weaknesses.

The Controller will maintain a high degree of frequent public contact, involving internal faculty and staff and external vendors. This role will often requires interaction with Controllers and management from other Universities and coordination with state governmental representatives to understand Florida statutes.

Minimum Qualifications:

A Masters degree and eight years of appropriate experience or a Bachelor's degree in appropriate area of specialization and ten years of appropriate experience as a Controller, Assistant Controller and/or Auditor.

Active CPA certificate.

- o Experience in writing and implementing policies and procedures throughout an organization, as well as monitoring compliance.

Desired Qualifications:

- o Strong leadership abilities and management skills, specifically in managing large-scale, complex operations, coaching a large team and demonstrating a customer oriented attitude.
- o Knowledge of current professional accounting and financial reporting standards of universities, foundations, public agencies and/or non-profit organizations.
- o Customer oriented, proactive in resolving issues and demonstrated ability to establish strong working relationships with diverse constituencies.
- o Experience in Enterprise Systems conversions and implementations, such as PeopleSoft, Oracle, and/or Banner.
- o Understanding of federal contracts and grants.
- o Experience redesigning processes and restructuring operations.

Application Process:

The Search & Screen Committee invites letters of nomination, applications (letter of interest, complete CV, and references), or expressions of interest to be submitted to the search firm assisting Florida International University. Review of materials will begin immediately and continue until the appointment is made. It is preferred, however, that all nominations and applications be submitted prior to January 14, 2010 to:

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