



# HUMBOLDT STATE UNIVERSITY



## University Controller

Another Source's client, Humboldt State University, is recruiting a University Controller to join their Administrative Affairs team.

Located in the serenity of Humboldt County, amongst the giant redwoods and tucked against the Pacific Ocean, Humboldt State University offers the right candidate an opportunity to make impactful decisions in a highly collaborative environment and be leader amongst the California State University system, the largest college system in the world.

This position is an Administrator III in the California State University Management Personnel Plan (MPP). Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. The CSU system offers a premium benefit package that includes, but is not limited to, outstanding vacation, health, dental, and vision plans; a fee waiver education program; membership in the California Public Employees Retirement System (PERS); and 14 paid holidays a year. Additional information, including the extensive benefits package, can be found at [www.calstate.edu/HRadm/policies/mpp.shtml](http://www.calstate.edu/HRadm/policies/mpp.shtml).

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration.

**Position Summary:** Reporting to the Vice President for Administrative Affairs and in collaboration with colleagues across the campus, the incumbent is responsible for providing administrative leadership for the functional units in accounting and student financial services including auxiliary foundations. The University Controller provides leadership of university-wide accounting operations (including revenues, expenses, endowments, property, treasury/cash flows, assets and liabilities) as well as financial reporting expertise and ensures compliance with all applicable Federal and State regulations and college policies and procedures. The Controller will lead the university campus to include auxiliary foundations in stewardship of the university's financial accounts and records, preparation of its financial statements (both GAAP and Management), tax filing and compliance, ensuring effective internal controls systems and presentation of various financial and non-financial reports and interpretation of data to executive leadership and the campus community.

**Duties:** Under general supervision of the Vice President for Administrative Affairs, the Controller is required to work collaboratively with a wide variety of individuals at all levels of management on and off campus. The Controller provides leadership for financial services, accounting, and student financial services by promoting and managing change, team building and fostering cooperation with their team members. In addition, the Controller is primary conduit with the Chancellor's Office (CO) for finance, accounting, and auditing and must maintain a strong partnership throughout the CO with respect to the development of financial, audit, and asset management areas of CO policy and procedures including auxiliary organizations and foundations.

### **Minimum Qualifications:**

- Bachelor's degree in Accounting, Finance or Management or related field.
- Five years' work experience in a setting similar to the university completing similar duties as described above.
- Experience in accounting and business management.
- Advanced financial, analytical and planning skills including experience preparing financial statements and developing and implementing policy as related to the duties assigned.
- Knowledge of financial management systems.
- Knowledge of federal, state and local laws, and pertinent regulations.
- Highly developed interpersonal and written communication, technical writing, public speaking and negotiating skills.
- Experience managing a diverse staff.
- The ability to realize goals by working collaboratively and cooperatively with and through a diverse group of constituencies on all levels within the campus as well as city, county, state and other regulatory agencies.
- Proven skills in leadership, management, promoting and managing change, team building and fostering cooperation.
- Demonstrated leadership abilities and record of success in the area of finance, audit, accounting, and treasury.

### **Knowledge, Skills and Abilities:**

- Demonstrated knowledge in the management and administration of programs and services as related to the duties as assigned.



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- Demonstrated knowledge of accounting, finance, treasury, and systems management with expertise in highly complex data analysis and ability to leverage critical thinking to evaluate and interpret results, develop sound conclusions, and recommend new or revised policies from a strategic perspective.
- Demonstrated knowledge of GAAP, GASB, and FASB.
- Highly developed skills concerning use of Microsoft Office products (i.e., Word, Excel, PowerPoint, Outlook, Project, Access).
- Ability to recognize and accommodate changing priorities; meet short and long term deadlines/goals; and complete routine tasks despite intermittent interruptions. This includes managing multiple tasks and working proactively to avoid crisis and backlog.
- Highly developed skills associated with collection, compilation and organization of a wide variety of data for reporting and record keeping purposes.
- Ability to reason logically, draw valid conclusions and make appropriate recommendations.
- Excellent attention to detail, including content and format.
- Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.
- Ability to communicate effectively and work harmoniously with a wide variety of individuals and organizations directly and indirectly involved with projects and/or assignments.
- An understanding of the dynamics of diversity in higher education and a demonstrated ability to incorporate this understanding, as appropriate, in all levels of your work.

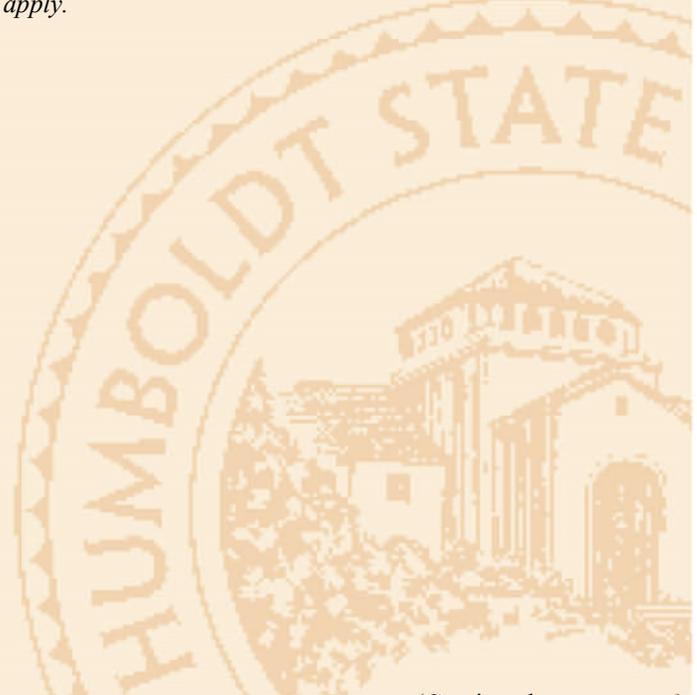
## **Preferred Qualifications:**

- Certified Public Accountant certification
- Master's Degree in Business Administration
- Higher education work experience.
- Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Another Source works with their clients, on a retained project basis, to maximize the recruiting process.

Interested applicants may apply for this position by going to <https://app.jobvite.com/CompanyJobs/Job.aspx?j=oYrV8fwc>.

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*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.*

Class Code: 3306

*Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position*

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*Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).*

*Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.*

*Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.*

*Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.*



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.