



*Connecticut State
Colleges & Universities*

JOB OPPORTUNITY

CONTROLLER

Open to: The Public

Location: 61 Woodland Street, Hartford, CT

Shift/Hours: Full-Time, 40 hours/week

Salary: Commensurate with experience

Closing Date: June 28, 2019

Position Summary

The Controller is responsible for all aspects of accounting, annual reporting, internal control, policies and procedures, cash management, and treasury functions related to the Connecticut State Colleges & Universities' seventeen universities, colleges, and on-line state college. The Controller directs all aspects of finance, accounting, audits and risk management functions for the organization.

The position is located at the System's central office and serves as a resource to the seventeen institutions. The position is also the central officer for annual reports and all audits, both external and internal. The system-wide operating budget is in excess of \$1 billion.

Supervisory Responsibilities

The position reports to the Chief Financial Officer. The position directly supervises full- and part-time professionals, and may direct part-time student workers.

Position Duties and Responsibilities

1. Supervise employees engaged in system office accounting, grant accounting, community colleges' accounting services, university accounting services, and accounts payable/receivable.
2. Maintain the standard chart of accounts throughout the system.
3. Develop and publish annual reports required by regulations, currently three: (1) universities, (2) colleges, and (3) Charter Oak State College. Work with outside auditors

to ensure all aspects of GASB and/or GAAP are met. Align all three reports in terms of content and format.

4. Supervise grant reporting as required.
5. Support System Office Facilities organization with accounting and tracking assistance.
6. Coordinate with IT on system-wide infrastructure management and periodic upgrades related to bond-funded capital improvements.
7. Develop and maintain a system-wide set of policies for accounting and purchasing procedures.
8. Ensure all external and internal audit reports are responded to promptly, and review and approve all responses, ensuring internal controls are secure.
9. Administer the first Enterprise Risk Management assessment, and update as deemed necessary.
10. Coordinate with Director of Budgets and Planning to ensure quarterly cash reporting is aligned with budget and Finance Committee requirements.

Qualifications

Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles. Knowledge of automated financial and accounting reporting systems. Knowledge of federal and state financial regulations. Ability to analyze financial data and prepare financial reports, statements and projections.

Work requires professional written and verbal communication and interpersonal skills. Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects. Ability to participate in and facilitate group meetings.

Experience with management of enterprise financial systems required. Banner and PeopleSoft experience preferred.

This is normally acquired through a combination of the completion of a Master's Degree in Finance or Accounting and a minimum of five (5) years of experience in a senior-level finance or accounting position. A CPA or CMA is preferred but not required.

Work requires willingness to work a flexible schedule.

Work Environment

Incumbents typically perform their work in offices. The work involves extensive use of personal computers, but does not, normally, involve any significant physical effort. Reasonable accommodation will be made for incumbents and candidates with physical limitations.

Incumbents are expected to travel between campuses and to the System Office to attend meetings, collaborate on projects, and provide general support to campuses.

Application Instructions:

Please submit the following via email to jobs@ct.edu: (1) CSCU Employment Application (available at <http://www.ct.edu/files/pdfs/Employment-Application.pdf> **AND** (2) in a single Word or PDF file provide a cover letter, resume, and contact information for three professional references **no later than June 28, 2019**. Please reference “**Search #19-06**” on the subject line of the email.

Incomplete or late application packages received after the deadline may be discarded.

Refer to www.ct.edu for more information about the CSCU and our 17 institutions.

Notice of Nondiscrimination

The CSCU System does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity and Inclusion, 61 Woodland Street, Hartford, CT 06105, 860-723-0727, or by email at glendel@ct.edu.

The CSCU System is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.