Working Title: Director of Financial Services/Controller
Hayes Hill Title/Level: Controller (M), 12-month Limited Appointment, 1.0 FTE
Position Reports To: Vice Chancellor for Administration & Finance

Position Summary:
The Controller reports to the Vice Chancellor for Administration & Finance and is responsible for organizing, directing, and evaluating a wide variety of financial activities including the planning and development of the university's basic system of accounting and financial control. The position is responsible for the units of Accounting Services, Purchasing and Payables, Student Accounts and Receivables, Travel, and Grants and Auxiliary Accounting. The Controller serves as a member of the Administration & Finance management team and works with the Vice Chancellor and members of the Chancellor's staff in all areas of financial responsibility.

Duties and Responsibilities:
1. Directly supervises and maintains quality control of the following areas: accounts payable, accounts receivable, student finance, travel, purchasing, fixed assets, general ledger, purchasing card, debt service accounting, construction and fixed assets accounting, grants accounting, and credit card/ACH processing.
2. Coordinate fiscal year end close and prepare campus information to be included in the university system consolidated financial reports.
3. Prepare routine and ad hoc financial reports including analysis for senior management.
4. Develop and administer fiscal plans, policies and procedures in compliance with Wisconsin Statutes, policies of the Board of Regents of the University of Wisconsin System, and Generally Accepted Accounting Principles.
5. Direct financial reporting to meet Federal, State, and UW System requirements and campus needs.
6. Review grants and a variety of service contracts for fiscal impact and contractual obligations. Provide advice and counsel concerning grants and service contracts to the Vice Chancellor for Administration & Finance.
7. Provide consultative assistance to administrative units of the university in the interpretation of financial and budget information.
8. Design, establish, and maintain an organizational structure and staffing to effectively accomplish organizational goals and objectives; recruit, employ, train, supervise, and evaluate personnel staff.
9. Participate on campus and community committees that serve to benefit the mission of the University and the Financial Services programs.
10. Remain actively involved in professional activities that are relative to the position.
11. Foster positive relationships with all external and internal constituencies served by the university.

Knowledge, Skills, and Abilities
- Strong knowledge of fund accounting principles and processes
- Knowledge of and experience with complex computer-based financial management systems, including system upgrades.
- Knowledge and possession of high professional standards and a personal code of ethics characterized by honesty, integrity, openness, and fairness.
- Strong leadership and administrative skills including, but not limited to: strategic planning, personnel, budget and resource management, and continuous improvement assessment of the unit's operations in all areas.
- Strong analytical, critical thinking, project management, problem recognition and resolution skills.
- Ability to interpret and appropriately apply accounting principles and regulations.
- Ability to develop and administer fiscal plans, financial systems, policies and procedures.
- Ability and experience in generating timely and accurate financial information and reports.
- Ability and experience developing, implementing and maintaining internal controls to effectively safeguard and manage financial resources.
- Ability to communicate financial information to all levels of staff and the public effectively, both verbally and in writing.
- Ability to develop collaborative and strong working relationships with internal and external constituencies as a service-oriented professional.
- Ability to lead a team of professional staff, serve as an internal resource and consultant, and work collaboratively with a wide array of faculty, staff and/or administrators.
- Ability to manage time and deliver projects in an environment of competing priorities.

**Minimum Qualifications:**
- Undergraduate degree in Accounting or related business field
- Five years progressive experience in business/financial services

**Preferred Qualifications:**
- MBA degree and/or CPA certificate.
- Three years of supervisory experience in accounting or related business field
- Familiarity with PeopleSoft Shared Financial System and Student Information System or comparable financial database system.
- Experience in performing controller functions including oversight of general ledger, accounts receivable, accounts payable, and cash management functions.
- Knowledge of higher education funding sources and related policy issues.