



ANNOUNCEMENT OF POSITION VACANCY Deputy Controller

SUMMARY: Reporting to the University Controller, the Deputy Controller's primary responsibility is to support the internal and external reporting functions of the university. This position continually examines opportunities to improve business processes in the Business Office divisions and across institutional functions to support a student-centered environment. The deputy controller is responsible for developing and implementing strategies to increase the efficiency and effectiveness of Accounting and Financial Services as a whole, and assists students, employees, departments and other customers conducting accounting business with Colorado Mesa University.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- Reconciles all university bank accounts and cash accounts with the state treasury, subsidiary accounts receivables and state accounting system (CORE) activity to the university's integrated ERP (Banner).
- Transfers cash between the state treasury and imprest bank accounts and between the university's bank accounts.
- Prepares and posts adjusting journal entries.
- Prepares and reports university tax returns.
- Works with the Finance and Administration Services team to prepare financial reports for executive management and the board of trustees.
- Assists the University Controller to prepare the university's year-end financial statements and other required financial reporting.
- Creates and manages a central database of university fiscal rules, policies and procedures.
- Works with business office divisions, and with related departments, to take advantage of emerging technology and other opportunities to improve business processes.
- Supports and serves as a leader in the integration of services across the institution in order to improve student centered support.
- Coordinates accounting activities and processes with campus departments.
- Helps maintain a high level of morale in order to affect positive change.

REQUIRED EDUCATION & EXPERIENCE: A Bachelor's degree from an accredited college or university in accounting or related business area with at least 33 semester hours in accounting courses, and a minimum of three years related experience is required. Excellent oral, written, interpersonal, organizational and problem-solving skills are required. In addition, the successful candidate must have a customer services focus and be an innovative leader with a collaborative style that encourages teamwork and cooperation.

DESIRED QUALIFICATIONS/EXPERIENCE: Related experience in higher education, Banner financial experience and CPA credentials are strongly preferred.

REQUIRED ABILITIES:

- Read, analyze, and interpret general business and professional publications, procedures and regulations
- Write reports, business correspondence and procedure manuals
- Effectively present information and respond to questions from groups of managers, clients, customers and the general public
- Identify problems and develop solutions, collect and analyze financial data, establish facts, and draw valid conclusions
- Interpret technical instructions in mathematical or diagram form
- Interpret legal documents and contracts and ability to research and interpret laws and regulations
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While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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 employee typically performs the duties of the job in an open office setting. The noise level in the work environment is moderate to loud at times, with several disruptions throughout the day.

TYPE OF APPOINTMENT: Full-time administrative appointment

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by February 23, 2017.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts required upon hire), the names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Email to: CMUJobs@coloradomesa.edu. *Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.*

Or mail to:

Deputy Controller Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.