

**Idaho State University
Pocatello, Idaho**

**Position Specifications
Assistant Controller**

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**Prepared by:
Summit Search Solutions, Inc.**



Idaho State

UNIVERSITY

www.isu.edu

THE INSTITUTION

Overview:

Idaho State University (ISU) combines exceptional academics amidst the grand natural beauty of the West. ISU faculty and students are leading the way in cutting-edge research and innovative solutions in the areas of energy, health professions, nuclear research, teaching, humanities, engineering, performing and visual arts, technology, biological sciences pharmacy and business. ISU is the state's designated lead institution in health professions and medical education.

Idaho State University, a Carnegie-classified doctoral research high and teaching institution founded in 1901, serves a diverse population by attracting students from around the world to its Idaho campuses. At the main campus in Pocatello, and at locations in Meridian, Idaho Falls and Twin Falls, ISU offers access to high-quality education in more than 280 programs. Almost 14,500 students attend ISU, receiving education and training in those programs. To read more, visit www.isu.edu.

Location: Pocatello, Idaho

THE OPPORTUNITY

The Position:

The **Assistant Controller** provides support and advice for the University Controller to deal with special projects and analysis that relate to University operations. From a broad financial management perspective, the Assistant Controller will be closely involved with reporting to the Idaho State Board of Education (SBOE), strategic planning, report writing, metrics and process analysis, management tools, and compliance. The incumbent will help to clarify the campus-wide understanding of the role of Finance and Administration and how it serves the entire campus organization.

The incumbent will liaise closely with staff at a variety of levels within Finance and Administration and other University organizations. He/she is expected to represent the Controller's Office while building and maintaining strong internal relationships for effective consultation and coordination with the end result being that the Controller's Office will enable better fact-based decision-making and enhance its strategic impact.

Key Responsibilities:

- Provide support, advice, and assistance to management with respect to development and coordination of financial management reporting and related processes.
- Assist in the preparation, coordination, consolidation, review, and reconciliation of financial management reports and assist with their dissemination internally and to external parties, specifically, internal monthly management reports and external quarterly financial reports to the audit and business and human resources committees of the State Board of Education.

- Assist with the development and implementation of new policies and procedures.
- Provide decision support for analysis and management of the University's financial resources.
- Assist with the development, implementation, and monitoring of plans, decisions, and initiatives relevant to the ISU Controller's Office and Finance and Administration.
- As directed, undertake ad hoc projects and manage same to the review and implementation stage.
- Prepare oral and written presentations for internal and external correspondence, and/or consultations.
- Assist with the maintenance of financial controls.
- Develop training materials, guidelines and other tools to assist with financial management requirements.
- Provide input and advice on business process improvement opportunities within finance and Administration.
- Undertake other duties as directed by the Controller.
- Supervise a staff of professional employees, provide reports to assist campus finance personnel, do analysis, research and recommendations for financial strategies.

Qualifications:

- Bachelor's degree required with Master's degree preferred in accounting, business management, or finance and/or be a Certified Public Accountant.
- A minimum of 5 years of related experience in increasingly responsible positions with preferred experience to include financial reporting, policy development, project analysis, and general ledger functions at a public higher education institution.
- Experience in project management preferred.
- Proven ability to maintain confidentiality and consult, negotiate and provide authoritative information and advice on a range of topics to internal and external customers, both orally and in writing.
- Exhibited use of innovation and analytical skills to generate viable options and develop solutions to diverse workplace issues and take responsibility for outcomes.
- Demonstrated ability to undertake research and provide interpretation, strategic advice and support for management decision-making.
- Show highly effective communication and interpersonal skills, including the demonstrated ability to interact constructively and collaboratively with staff at varying levels of the organization to achieve successful outcomes.
- Demonstrated ability to organize work tasks and projects independently, according to diverse priorities to meet deadlines and achieve high quality work outcomes.
- Proven track record of working effectively in a team environment to resolve conflicts and lead and participate equitably in positive and successful teams.
- Ability to run University financial reports utilizing Banner ERP system.

- Demonstrated high level of computer literacy, including proficiency in the use of Excel and other appropriate tools.
- Preferred knowledge of and experience in operation and maintenance of complex, computer-based financial management systems, specifically Ellucian Banner and its various reporting tools.
- Prefer incumbent to have a sound knowledge of state and federal legislative requirements relevant to the higher education sector.
- High-level analytical and problem solving skills.
- Excellent written and verbal communication skills.
- Commitment to customer service.

Idaho State University values individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, racial and ethnic origins. ISU believes that promoting diversity and a respectful work and learning environment is a key component to preparing students for success in a global economy. ISU strongly encourage applications from candidates who share these values.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled. Click the following link to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=3995202&portallID=5652>

For nominations or further information:

Stephanie Fowler

Senior Consultant

Summit Search Solutions, Inc.

Direct: 530-677-9945

Toll Free: 800-901-8575 ext. 105

sfowler@summitsearchsolutions.com

Carrie Coward

President

Summit Search Solutions, Inc.

Direct: 828-669-3850

Mobile: 828-280-6980

ccoward@summitsearchsolutions.com



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POCATELLO AND SOUTHEAST, IDAHO

Southeast Idaho is centrally located between Salt Lake City Utah and the popular vacation destinations of Yellowstone National Park, Grand Teton National Park and Jackson Wyoming. Southeast Idaho is often thought of as the outdoor lover's paradise as it has something for everyone. The hills and the spectacular northern Rockies around Pocatello Idaho are covered with mountain bike trails as well as a wealth of outdoor activities such as camping, fishing, hiking, hunting, skiing, boating etc.

Interesting facts about Pocatello and Idaho: (information taken from <http://www.visitidaho.org/moving-to-idaho/> and <http://www.pocatelloidaho.com/pages/LifeinPocatello/>)

- The city of Pocatello is located in southeast Idaho and nestled at 4,448 feet in the western foothills of the Rocky Mountains along the Oregon Trail.
- Pocatello has an unusually desirable four-season climate where clear, sunny and dry is the norm.
- Residents of Pocatello enjoy the city's 32 parks, a Museum of Natural History, the Fort Hall Replica, Golf Courses, Swimming Complex, Bike & Hiking Trails, Pocatello Junction, Skate Park, and the Pocatello Zoo.
- Bannock County has a population of 82,539 and the county seat is located in Pocatello which is populated by 54,255 residents.
- Based on average housing costs, utilities, health care, transportation, groceries and other services, Idaho's cost of living is the second lowest of the 11 western states.
- Idaho has a strong and diversified economy. Manufacturing and agriculture remain top industries while high-tech, tourism, retail, healthcare, business and information services are growth sectors.
- According to FBI statistics, Idaho's crime rate is the lowest in the West. The rate of serious crime is 21.3 percent less than the national average.
- Idaho has more river miles than any other state, 3,100 miles.

For additional information on Pocatello and Southeast Idaho, please visit:

City of Pocatello Idaho, <http://www.pocatello.us/>
Idaho State Journal (local news), <http://www.idahostatejournal.com/>
Visit Pocatello.com, <http://www.visitpocatello.com/>
Greater Pocatello Chamber of Commerce, <http://www.pocatelloidaho.com/>
History of Pocatello, <http://www.youtube.com/watch?v=EZayOwErfTg>
Idaho Adventures in Living, <http://www.visitidaho.org/regions/southeastern/>
Bannock County, <http://www.co.bannock.id.us/index.htm>

