

Portland State University  
Portland, Oregon

Position Specifications  
Controller  
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Prepared by:  
Summit Search Solutions, Inc.



Portland State  
UNIVERSITY

[www.pdx.edu](http://www.pdx.edu)

## THE ORGANIZATION

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### About Portland State University:

Portland State University (PSU) is an urban research university and Oregon's largest - located in the heart of the vibrant city of Portland. PSU educates over 28,000 students and offers programs for bachelors, masters, and doctorate degrees.

PSU is an internationally recognized urban university known for excellence in student learning, innovative research, and community engagement. PSU contributes to the economic vitality, environmental sustainability, and quality of life in the Portland region and beyond. Employees describe Portland State University as a vibrant, diverse, progressive place to work and an environment that welcomes process improvement and innovation. See [www.pdx.edu](http://www.pdx.edu)

## THE OPPORTUNITY

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### The Position:

The **Controller** provides accounting and financial reporting leadership and oversight to the University and ensures compliance with applicable Federal and State regulations. The Controller is responsible for the development and implementation of accounting policies, procedures and controls, management of accounting functions, financial reporting and oversight of business operations. This position directs the activities of three teams: **Campus Accounting** which has responsibility for accounts payable, travel, procurement-cards, and related activities; **Project Accounting** which oversees the construction and facilities accounting activities, and **Financial Reporting** which is responsible for all internal and external financial reporting. This position reports to the Associate Vice President of Finance.

### Essential Duties and Responsibilities:

- Direct and supervise Campus Accounting, Project Accounting, and Financial Reporting teams in planning, directing, and monitoring the University's financial and accounting activities in accordance with best business practices, generally accepted accounting principles (including GASB and NACUBO) and other public sector and higher education standards and regulations.
- Develop and maintain accounting and fiscal standards, policies, and procedures, as well as systems for encouraging compliance.
- Provide leadership for ensuring accurate and strategic financial reporting and analysis.
- Support University departments in the use and maximization of enterprise financial systems (Banner), including programming and user support and training.
- Ensure the integrity of the internal financial control structure of the University and provide effective financial monitoring and reporting services.
- Work collaboratively with the Treasurer and other appropriate offices to establish and monitor financial performance goals.

- Provide leadership, consultation, and training to the University community regarding business services.
- Work with departments and colleges to structure effective and efficient business policies, procedures, and practices.
- Oversee tax and financial compliance for the campus; and partner with the Internal Audit Department on internal, external, and federal audits.
- Create an environment that acknowledges, encourages, and celebrates differences.
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seek opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.
- Adhere to all of PSU's policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree in accounting, finance, or related field with seven years or more relevant experience with demonstrated progression in responsibility. Master's degree preferred.
- Licensed as Certified Public Accountant.
- Proven leadership ability, including successful management of high performing team(s) with a focus on quality service.
- Experience with enterprise financial systems, including proven ability to oversee and manage the financial reporting processes. Banner environment would be ideal.
- Proven ability to develop direct reports for successful succession to greater responsibility.
- Excellent written and oral communication skills, with ability to present complex financial issues to stakeholders across the University.
- Excellent critical thinking, judgment and decision-making, including the ability to weigh short and long-term costs and benefits of a potential action.
- Effective at managing own time and time of others with high volume workloads.
- Ability to work well under pressure and to handle conflict with the highest professionalism.
- High level of emotional intelligence and excellent interpersonal skills.
- Successful completion of a background check.
- Experience in a large, complex institute of higher education preferred.

### Why Consider the Opportunity?

- **Impact.** The Controller will be a highly visible and impactful role with the freedom to develop tools and processes.
- **Well supported.** The staff supporting the Controller is a strong and motivated group – ready for development.
- **Culture of excellence.** Portland State is a dynamic and progressive institution seeking best practices and continual innovation and improvement.
- **Location.** PSU is an urban campus in one of the most desirable cities to live in the US.

### PROCEDURE FOR CANDIDACY

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Confidential review of applications will begin immediately and remain open until finalists are identified. Click the following button 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=4933152&portalID=5652>

#### For nominations or further information:

**Stephanie Fowler**

Senior Consultant

Summit Search Solutions, Inc.

Direct: 530-677-9945

[sfowler@summitsearchsolutions.com](mailto:sfowler@summitsearchsolutions.com)

**Carrie Coward**

President

Summit Search Solutions, Inc.

Direct: 828-669-3850

[ccoward@summitsearchsolutions.com](mailto:ccoward@summitsearchsolutions.com)

*Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Summit is committed to placing the right candidate in the right job. Our focus is on presidents; provosts; vice presidents; deans; chairs and directors of major service/academic units; as well as administration including human resources, advancement, student affairs, finance, enrollment, financial aid, technology, and compliance. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California.



## Portland, Oregon

Whether you see Portland, Oregon, as a small town with a big-city feel or a big city that feels like a small town, it is a cool place to live. Located on the banks of the Willamette River only 90 minutes from snow-capped peaks and the Pacific Ocean, you might not realize Portland's bustling downtown and waterfront are the heart of a metropolitan region with more than two million people. Twelve bridges span a wide elbow of the Willamette River, connecting the east and west sides of town. Throughout the metro area are thriving neighborhoods filled with restaurants, record shops, bars, funky clothing stores, antique malls and art galleries. Portland also has an abundance of movie theaters (some even serve beer and pizza), new and used bookstores (including Powell's, the largest bookstore west of the Mississippi), coffee shops and clubs.

Within walking distance of the PSU campus is the world-class Portland Art Museum, the Oregon Historical Society, a performing arts complex and a concert hall. For the sports-minded, the Portland area has its own NBA team (the Trail Blazers) and a major league soccer team (the Timbers) as well as minor-league baseball and hockey teams. Outdoorsy types love Forest Parks, the largest city park in the nation, with 5,000 acres of hiking and biking trails, a zoo, public gardens and beautiful old-growth woods. And all of this is connected by one of the world's leading public transportation systems, a combination of buses, streetcars, and light-rail trains, making the entire metro area only a couple stops away.

If you like day trips, a short drive in any direction will lead you to some of the most breathtaking scenery in the world: mountains, seashore, river gorge and desert.

Oregon is the second most popular state to move to with 61% inbound migration. ([\*quoted from Forbes\*](#))

*For more information on Portland, Oregon:*

Travel Portland: <http://www.travelportland.com/things-to-do/>

Portland Business Alliance: <http://portlandalliance.com/>

Portland Parks and Recreation: <https://www.portlandoregon.gov/parks/35300>

City of Portland: <https://www.portlandoregon.gov/>

**On clear days, the Cascade Range volcanoes Mount Hood and Mount St. Helens loom on the Portland horizon. Both snowcapped peaks are just a short drive from the city.**

**Stretching above 11,000 feet, Mount Hood is Oregon's highest point. It's a downhill and cross-country skiers' paradise and summer training home for the US Olympic ski team with its year-round snow. During the spring and summer, campers pitch their tents on glassy mountain lakes along the Pacific Crest Trail.**

**If it's ocean you're looking for, the Oregon Coast is a year-round playground for adventure-seekers and beachcombers alike. Along the scenic coast Highway 101 you'll find quaint beach towns and wind-wracked headlands hundreds of feet above the crashing Pacific, and miles of unpeopled beach, all of which is accessible to the public by law. Wild flowers grow atop massive cliffs, and eons of wind and angry waves have carved giant boulders into caves and lovely cathedral-esque hollows. Bring your wetsuit and surf or sea kayak among the sea lions instead of the crowds.**