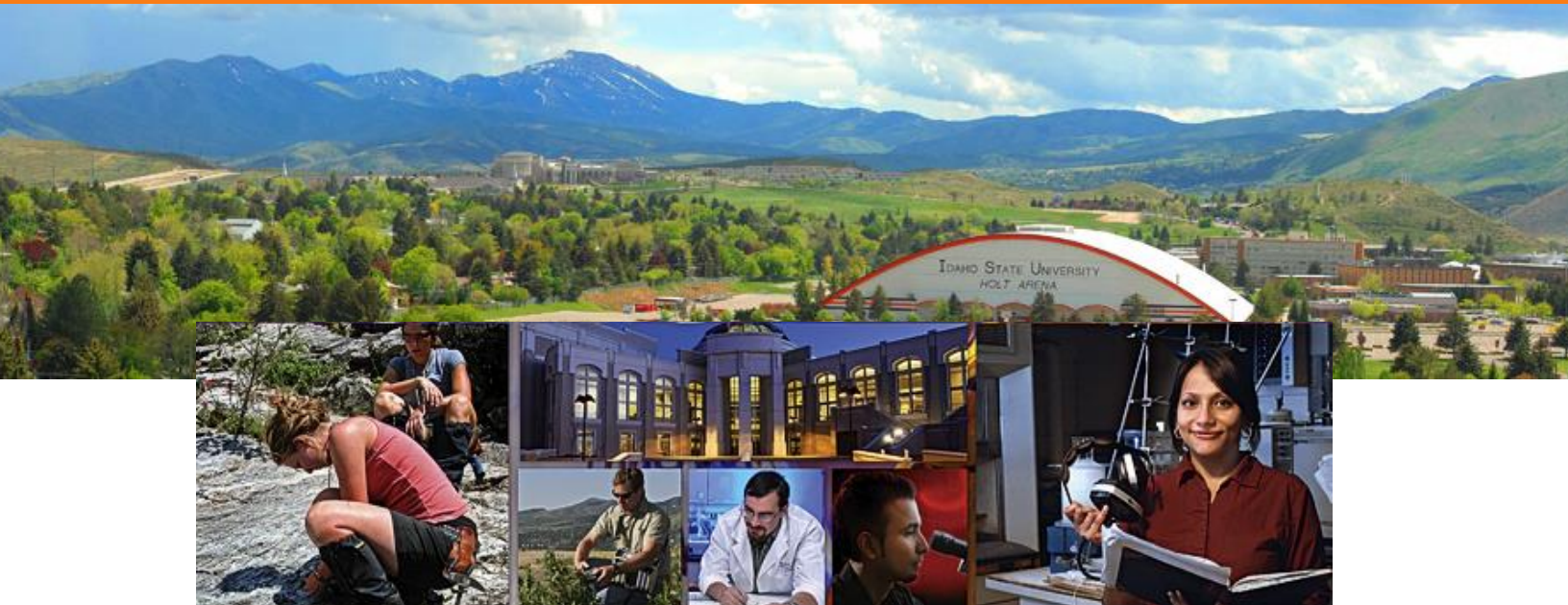


**Idaho State University
Pocatello, Idaho**

**Position Specifications
Controller**

January 2014

**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 <http://isu.edu>.

Location: Pocatello, Idaho

THE OPPORTUNITY

The Position:

The **Controller** reports directly to the Vice President for Finance and Administration and is responsible for providing leadership for the management of financial operations of the University through program administration and coordination of the Banner financial related systems, as well as other auxiliary financial systems and activities. This position has major oversight responsibility for University-wide financial transactions and the related control environments, as well as compliance with external accounting and government related rules and regulations. On a day-to-day basis, the Controller is responsible for directing all central financial accounting and related systems, internal and external financial analysis and reporting, student financial services and systems and fee allocations, student loans and refunds, cashiering, grant and contract accounting, payroll, accounts payable, travel accounting, and accounts receivable. The Controller has four direct reports and oversees a staff of approximately 35 employees.

Key Responsibilities:

- Apply management influence and expertise to programs and personnel to:
 - Effectively leads and manages cultural change; sets a tone of high professionalism for the organization.
 - Maximize the efficiency and effectiveness of transactions and operations
 - Promote unity within the organization and encourage a strong sense of teamwork thru active participation throughout the institution and developing a work ethic of cooperation with other external offices.

- Shape staff responsibilities and related training and ensure proper supervision, performance evaluations, and management of personnel issues.
 - Ensure internal and external communications are professional in nature and clear and accurate.
 - Ensure the highest attainable levels of customer service, both internal and external, are achieved.
- Oversee campus financial operations and related transactions and analyze same to ensure adequate financial controls exist. Manage the periodic financial reporting processes of the University, including the annual external financial audit to ascertain they meet ISU and external reporting requirements, including GAAP and other regulatory agencies. Provide financial control for the University's \$200 million budget to ensure protection of scarce University resources and ensure proper accounting methodologies, techniques, and policies are adopted in University financial operations. Provide advice regarding unrelated business income activities, revenue-generating proposals, academic fee income and related allocations, grants and contract issues, debt service issues, and contracting issues. Consult with college Deans, Chairs, business unit directors, University Business Officers, and others on financial issues. Monitor compliance with financial operating guidelines and keep appropriate University personnel apprised of changes in financial policies, procedures, and statutes.
- Act as a resource to the Vice President for Finance and Administration on special University tasks and projects related to ongoing operations and to strategic initiatives of the University.
- Plan and direct development of automated financial systems to ensure the adequacy of operations and internal controls. Serve on various committees for the campus and oversee development of related financial modules of the ISU Ellucian Banner System.
- Serve on committees and/or represent Finance and Administration, as directed by the Vice President, developing and maintaining strong collegial contacts and understanding how various stakeholder groups value and use services provided by Finance and Administration. Understand the support role and embrace the broader missions of Idaho State University.
- As directed, act in behalf of the Vice President for Finance and Administration in his absence.

Qualifications:

- Bachelor's degree in accounting or related business field and seven (7) years of senior financial related experience.
- Strong and effective leadership, program, and personnel management experience and skills.
- Effective interpersonal, organizational, analytical and communication skills.
- Commitment to customer service.
- Ability to handle multiple priorities in a complex organization.
- Knowledge of and experience with complex, computer-based financial management systems.
- Demonstrated ability to lead organizational change

Additional Preferred Characteristics:

- Advanced degree and/or Certified Public Accountant, (CPA) designation.
- Experience with Banner ERP systems in the area of financial reporting, chart of accounts, and general ledger functions, preferably at a public higher education institution.
- Knowledge of higher education funding sources and related policy issues.
- Experience working with auxiliary enterprises and affiliated organizations.

Idaho State University values individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, racial and ethnic origins. We believe that promoting diversity and a respectful work and learning environment is a key component to preparing our students for success in a global economy. We 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](http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=3447154&portalID=5652)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=3447154&portalID=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



Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Summit employs passionate search professionals who know and believe in the organizations and talent we represent and are committed to placing the right candidate in the right job. Our focus is on presidents/chancellors; provosts; vice presidents; deans; chairs and directors of major service/academic units; as well as administration including advancement, student affairs, finance, enrollment, financial aid, technology, risk/compliance, and human resources. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Michigan, and California.



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://visitpocatello.com/>
 Greater Pocatello Chamber of Commerce, <http://www.pocatelloidaho.com/>
 History of Pocatello, <http://www.youtube.com/watch?v=EZayOwErTg>
 Idaho Adventures in Living, <http://www.visitidaho.org/regions/southeastern/>
 Bannock County, <http://www.co.bannock.id.us/index.htm>

