

Portland State University  
Portland, Oregon

Position Specifications  
Assistant Vice President  
University Financial Services/Controller  
November 2014

Prepared by:  
Summit Search Solutions, Inc.



Portland State  
UNIVERSITY

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

## THE ORGANIZATION

---

### 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 bachelor's, master's, 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

---

### The Position:

The **Assistant Vice President for University Financial Services/Controller** will provide strategic leadership and daily supervision for the work of University Financial Services (UFS), including campus accounting, financial reporting, asset and risk management, accounts payable, travel, student billing and collections, student loans, cashier services, and contracting and procurement. This position reports to the Vice President for Finance and Administration.

### Essential Duties and Responsibilities:

- Serve as resource and strategic partner for Vice President of Finance and Administration, President, University Board of Trustees, and campus leadership for all areas of responsibility.
- Provide high level, strategic leadership and management to the Business Office, including Bursar, Student Accounts, Accounts Payable, Fixed Assets, Travel, Accounting Administration, and Purchasing and Contracting Services.
- Lead UFS team 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 federal and state regulations.
- Develop accounting and fiscal standards, policies, and procedures, as well as systems to encourage compliance with stated standards, policies and procedures.
- Provide leadership to ensure accurate and strategic financial reporting and analysis.
- Support University departments in the use and maximization of Banner enterprise systems, 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 Vice President of Finance and Administration to establish and monitor financial performance indicators key to the University's financial and operational 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.
- Monitor the University's cash position and develop strategies to maximize the University's use of its resources.
- Oversee tax and financial compliance for the campus; and manage internal, external, and federal audits.
- Participate in special projects and other duties as assigned.
- 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 setting 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.

#### **Qualifications:**

- Bachelor's degree required; master's degree in business and/or accounting preferred. CPA preferred.
- 10 years of relevant experience with demonstrated progression in responsibility, preferably in a large complex institute of higher education.
- Experience with enterprise financial systems (Banner preferred).
- Proven leadership ability, including successful management of large, high performing team(s) with a focus on quality service.
- Proven ability to develop direct reports for successful succession to greater responsibility.
- Ability to persuade others and to adjust communication style to suit the audience.
- Excellent writing skills, including conveying all necessary points concisely.
- Excellent critical thinking, judgment and decision-making ability, 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.

## Why Consider the Opportunity?

- **Impact.** The AVP will help integrate the sub-groups in the department into a cohesive team. He/she will implement new processes and systems to enhance best practices and ensure optimal performance and service.
- **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:

---

Confidential review of applications will begin immediately and remain open until finalists are identified. 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=4428047&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 supports equal opportunity in admissions, education, employment, housing, and use of facilities by prohibiting discrimination in those areas based on age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status, or any other basis in law.*



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 NY, NC, MI, CO and CA.



## 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 2 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.**