

Maryland Institute College of Art (MICA)
Baltimore, MD

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



www.mica.edu

THE INSTITUTION

Founded in 1826 – **Maryland Institute College of Art (MICA)** is the oldest continuously degree-granting college of art in the nation. MICA has become the leader in the education of artists and designers by fostering a community of talented, creative individuals committed to redefining the boundaries of art and design and to expanding their own vision and perspective through rigorous study.

The College enrolls 1,863 undergraduate, and 306 graduate and continuing studies students from 48 states and 54 countries in fine arts, design, electronic media, art education, liberal arts, and professional studies degree and non-credit programs. Redefining art and design education, MICA is pioneering interdisciplinary approaches to innovation, research, and community and social engagement. Alumni and programming reach around the globe, even as MICA remains a cultural cornerstone in the Baltimore/Washington region, hosting more than a hundred exhibitions and events annually by students, faculty and other established artists.

- Ranked in the top 10 of MFA programs in the visual arts, #3 in Graphic Design, #3 in Sculpture and #4 in Painting/Drawing by *U.S. News & World Report*.
- In each of the past nine years, MICA has been listed as a top producer of Fulbright Scholars among specialty schools by *The Chronicle of Higher Education*, and was ranked No. 1 in 2008-09, in 2012-13 and in 2013-14.
- Listed among the 25 best U.S. design schools by *ID* magazine and selected as top 20 U.S. design school by *GDUSA* magazine.
- The Princeton Review named MICA a "Best Northeastern College" each of the last eight years.

In July 2014, Samuel Hoi became the President of MICA, assuming leadership following a period of unprecedented growth in the College's reputation, programs, enrollment, financial strength, and the endowment. To read more: http://www.mica.edu/About_MICA/Samuel_Hoi_President.html

Location: Baltimore, MD

THE OPPORTUNITY

The **Controller** oversees all general ledger accounting functions of the College, including financial reporting, grants accounting, and fixed asset accounting. In addition, The Controller leads MICA's annual financial, A-133, and 403(b) audits. This position reports jointly to the Vice President of Operations & Finance, COO and the Associate Vice President of Finance. The Controller supervises five staff including an Assistant Director of Accounting, two Staff Accountants, and two Accounts Payables Specialists.

Essential Duties and Responsibilities:

- Financial Statement Preparation including: Statement of Financial Position, Statement of Activities, Statement of Cash Flows, Schedule of Expenditures of Federal Awards (A-133),

Statements of Net Assets Available for Benefits (403b), Statement of Changes in Net Assets available for Benefits (403b), and all accompanying footnotes and schedules.

- Develops and administers MICA's systems of financial accounting and reporting to ensure adequate recording and reporting of College transactions.
- Manages general accounting staff and oversees accounts payable, bank reconciliations, ledger account reconciliations, and construction and building property accounting, and is functionally responsible for cash receipts and payroll transactions relative to the general ledger postings and account balances.
- Develops and recommends policies, procedures, and guidelines for recording financial information and improving accounting processes in conformity with Generally Accepted Accounting Principles (GAAP).
- Manages audit team for interim and year-end audit. Audit responsibilities include preparation of financial statements and footnotes, variance analysis of comparative statements, numerous supporting schedules, compiling documentation, and resolving any audit related issues.
- Manages Fixed Asset Accounting function within PeopleSoft Asset Management Module. Tasks include: reviewing depreciation, review of reconciliation between GL and Asset Management sub-ledger, and preparation of the annual PP&E roll-forward schedule.
- Endowment accounting, including preparation of the quarterly unitization schedule which is reconciled to the General Ledger, endowment draw management including projections, and monitoring of underwater endowments to ensure MICA is in compliance with the Board's Underwater endowment policy. Also prepares and sends transfer of funds to the Endowment when requested by Advancement Services.
- Ensures that all accounts and funds are appropriately analyzed and reconciled, researching and correcting any discrepancies. Review and approve all reconciliations and journal entries prepared by staff.
- Take the lead in managing the College's financial reporting requirements, including: tax filings with the IRS and State (990, 990T, MD500, Personal Property Tax Return, 1099 and Unclaimed Property); preparing surveys and reports for external organizations such as Moody's and NACUBO; overseeing AmeriCorps grant reporting; and reviewing FISAP report, IPEDS, MICUA ratios, and grant applications.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of, and direct experience with Generally Accepted Accounting Principles (GAAP), financial accounting for non-profit higher education institutions. This includes grant and endowment accounting.
- Knowledge of comprehensive Annual Financial Reporting audit processes.
- The ability to work collaboratively with both internal and external constituents including departmental staff, external auditors, and senior leadership. Within the Office of Fiscal Affairs the Controller will work closely with the Associate Vice President of Finance, Director of Budget, Director of Student Accounts, and Payroll Manager.

- The ability to lead and manage staff to effectively prioritize & complete multiple competing tasks.
- Excellent problem-solving and critical thinking skills. Strong decision making, organizational and analytical skills.
- The ability to take a customer service-based approach to working with faculty, staff, and students and instill a positive attitude into all interactions.

Qualifications:

- Bachelor's degree in accounting required, Master's degree in accounting or related field preferred.
- Seven to ten years of progressively responsible accounting experience required, experience within higher education and arts/cultural organizations preferred.
- Prior supervisory experience required.
- Proficiency working with automated financial systems required, experience with PeopleSoft preferred.
- Certifications/licenses: CPA and /or CMA preferred.
- Experience with higher education and arts/cultural organizations preferred.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled.

Click the following to apply and submit your CV/resume: [Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=8518238&portalID=5652>

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The Maryland Institute College of Art (MICA) is proud to be an equal opportunity employer. It is the policy of the College to apply recruiting, hiring, promotion, compensation, and professional development and disciplinary practices without regard to race, religion, color, age, gender identity or expression, national origin, citizenship, marital or parental status, sexual orientation, disability, or any other legally protected status. Further, MICA provides reasonable accommodation to persons with mental or physical disabilities.



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BALTIMORE, MARYLAND

Nicknamed the “charm city”, Baltimore offers a unique blend of historic charm, ethnic heritage and urban vitality, serving a community of people of all backgrounds and interests.

Located at the heart of the United States' east coast art corridor, Baltimore offers tremendous art resources—including the Baltimore Museum of Art, Walters Art Museum, and a thriving art scene with both underground and nationally renowned galleries featuring the work of contemporary artists. It offers easy access to the collections of the finest museums and galleries in the country. MICA offers regular, inexpensive bus trips to Washington D.C., New York City, and Philadelphia.

Baltimore has the charm, sophistication, and amenities of a major city, but the neighborly feel of a town. There are all-night diners, avant-garde theatres, independent film festivals, ethnic restaurants, family-friendly open-air concerts and movies, gritty clubs, quirky coffeehouses, and John Waters. In 30 minutes, you can drive from the urban bustle of Baltimore’s Greek-town or Little Italy to Maryland’s vineyard and horse country.

Baltimore offers something for just about every taste and interest. You can buy groceries fresh from one of many city markets—including Lexington Market, the oldest continuously operating city market in the country—or directly from a street vendor’s pony-drawn cart. A brisk walk through Baltimore’s business district will take you from the one-of-a-kind, family-run Italian grocery Trinacria to a recently opened Whole Foods Market.

Baltimore is also probably the last urban place in America where high-ceilinged, well-lit studio space is still available and affordable for artists. The city's neighborhoods each have their own distinctive culture, architecture and charm.

Baltimore Facts:

- Baltimore is in north-central Maryland on the Patapsco River to where it empties into the Chesapeake Bay.
- Boasts 347 city-owned parks.
- The site was settled in the early 17th century and founded as a town in 1729. The town was named after Lord Baltimore, the founder of Maryland, and was incorporated as a city in 1797.
- The city is independent and does not fall within any county.
- The city is home to the Johns Hopkins Hospital.

For additional information on Baltimore, please visit:

The Official Website of the City of Baltimore, MD - <http://www.baltimorecity.gov/>

Baltimore Business Journal - <http://www.bizjournals.com/baltimore/>

Baltimore Collegetown – <http://www.baltimorecollegetown.org>