Controller Position Description

Expectation For All Employees:
Committed to the organization’s mission, vision, and values by exhibiting the following behaviors: commitment to diversity and equity, excellence and competence, collaboration, innovation, accountability, ownership, and adherence to policies and procedures.

About AASCU and the Division of Administration and Finance:
AASCU is the collective voice of nearly 400 public colleges, universities, and systems that hold students and community at the heart of their mission. The association works to expand student access, success and opportunity, promote world-class teaching and experiential learning tied to career advancement, and support applied research and service that advances economic development and quality of life in communities across the country. The goal of the Division of Administration and Finance (A&F) is to provide an innovative, collaborative, cost effective support infrastructure needed to deliver on AASCU’s mission. A&F is comprised of Human Resources, Information Technologies, Facilities, and Finance. All staff members are encouraged to think creatively about how they can address mission, member needs, and challenges that will inevitably arise from time to time. Staff are also encouraged to engage in bold thinking, to put forward new ideas and proposals, and to openly debate the risks – upside and downside – associated with new ideas.

Summary of Position:
The Controller is an essential leader at AASCU, responsible for all financial functions of the organization. The position is responsible for working with internal and external stakeholders and providing strategic financial analysis and leadership. The Controller’s responsibilities straddle strategic planning for the enterprise, hands on responsibility for accounting and financial operations, and reporting that includes general ledger, accounts receivable, accounts payable, fixed assets, and taxes.

The successful candidate has an accomplished track record in all aspects of financial services. This management position brings strategic, visionary, collaborative thinking to the finance function, and develops and implements innovative, financially sound strategic initiatives in direct support of the AASCU’s mission, goals, and objectives to ensure cross-organizational collaboration towards shared success and joint action. This talented professional is flexible, has a strong work ethic, is committed to using technology to create efficiencies while strengthening financial systems, and can perform complex and comprehensive accounting work, which includes forecasting, trend analysis, and financial modeling. The ideal candidate has experience in the not-for-profit industry in general, and with 501(c) (3) organizations.

Position Description:
The Controller will be responsible for:

- Direct financial strategic and multi-year planning for the enterprise.
- Hands on responsibility for accounting and financial operations.
- Reporting that includes general ledger, accounts receivable, accounts payable, fixed assets, budget, and taxes.
• Leading, developing, and supervising the Accounting team.
• Managing a portfolio of grants and contracts, foundation and corporate grants, and private donations.
• Managing banking, investment manager, and other vendor relationships.
• Ensuring appropriate internal controls and adoption of industry best practices.

Responsibilities:

Finance and Accounting:

• Ensure accounts, ledgers and reports comply with GAAP and regulatory requirements.
• Prepare, review and, approve financial statements, reporting package and month-end entries for accuracy and timely distribution to management. Monitor and evaluate financial performance monthly to keep all staff apprised of financial status.
• Prepare financial analysis, forecasting and reporting to staff, senior leadership, and board of trustees.
• Serve as primary point of contact with outside auditors to coordinate audit activity.
• Serve as Finance lead on tax compliance and reporting. Oversee the preparation and required filings of annual tax reporting including but not limited to the IRS Forms 990, 990-T, 1099, 1098, and unclaimed properties as well as all state tax and charitable registration filings.
• Administer endowment and donation accounting; approve the classification of all new gifts and pledges based on guidelines; review endowment unitization and market value; calculate the annual payout based on the current spending rate guidelines; ensure all restricted and unexpended payout funds are appropriately used and applied to the extent possible.
• Manage and optimize grants, and indirect costs from foundation and corporate sources.
• Recommend and implement improvements for accounting processes to increase efficiency and accuracy.
• Provide guidance to stakeholders on finance and accounting best practices to support effective program implementation.
• Perform other related duties, as assigned.

Annual Budget Process:

• Lead the annual budget process and the monthly department budget review meetings.
• Monitor and report on budget to actual performance at the organization, division and department level.
• Recommend creative solutions to budgetary challenges.
• Develop and support multi-year budget projections and trend analysis.

Cash Management and Investments:

• Prepare cash flow projections, monitor operating account balances, and recommend necessary cash transfers.
• Review monthly investment reconciliations and investment performance to ensure investment mix is in compliance with the current investment committee guidelines; assist with evaluation of the effectiveness of the investment advisors; coordinate approval fund transfers with investment custodian; record and distribute endowment income to appropriate funds; develop special internal reports for users.
Internal Controls:
- Develop, communicate, update, and monitor Finance and Accounting policies and procedures.
- Review and update Finance SOPs to clarify roles and responsibilities. Coordinate with Finance management to assign system rights and responsibilities to ensure separation of duties with appropriate access.
- Enforce established internal controls and recommend changes as necessary.
- Maintain internal control and safeguards for receipts, payments, fixed assets and recording transactions.

Team Leadership:
- Supervise a team of 3 to include 2 senior accountants and a collections coordinator.
- Motivate and implement training programs for team members to develop skills and increase knowledge base; clarify roles and responsibilities while building a supportive team environment.
- Embrace diverse and inclusive perspectives across the organization, elevate voices not always heard in analysis and strategy.
- Model ability to adapt, prioritize, and thrive in a highly diverse, fast-paced environment.
- Understand a variety of perspectives, manage priorities, and decisively meet expectations.
- Challenge current practices, thought processes and perspectives.
- Establish, support and monitor team goals with steps that are realistic and achievable.

Required Skills:
- In-depth knowledge of accounting, financial reporting and generally accepted accounting principles and practices and risk management.
- Demonstrated familiarity with non-profit accounting practices, specifically related to Accounting Standards Update (ASU) 2016-14, Presentation of Financial Statement of Not for Profit Entities and ASU 2018-08, Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made.
- Solid experience in coordinating audit activities and managing reporting, accounts payable and receivable, general ledger, fixed assets, accounting for investments, and separate entity accounting.
- Proven experience in the implementation of operational best practices.
- Excellent interpersonal and communication skills, ability to interact with all levels of staff and to explain accounting terms to non-accountants, experience in effectively communicating key data, including presentations to senior management.
- Outstanding analytic, organization and problem-solving skills for strategic data interpretation versus simple reporting.
- Technology-savvy with experience selecting and overseeing software and systems implementations; advanced knowledge of accounting and reporting software.
- Advanced Microsoft Office Suite skills, especially Excel and PowerPoint. Experience with Association Management software is desired.
- Experience in grants management and reporting on foundation and corporate grants to funders and required external reporting.
- Demonstrated ability to apply innovative and resourceful solutions to solve complex challenges.
- Excellent written and verbal skills with the ability to clearly organize thoughts and/or document
content and convey complex concepts effectively to a variety of audiences.

- Demonstrated experience with full range of payroll-related activities.
- Understanding of member/donor-based operations and higher education desirable.

**Education Requirements:**
Bachelor’s degree in Accounting, Finance, or Business Administration; CPA is required.

**Experience Requirement:**
Must have at least five years of supervisory experience and eight to ten years of progressive experience in finance or accounting.

**Working Conditions:**
This is a full-time position located at AASCU’s office in Washington, DC. Work is generally performed within the office environment with minimal travel expectations.

**Salary Range:**
$120,000 - $140,000 (Experience dependent). Generous benefits package to include medical, dental, and vision insurance; 10+ paid holidays plus additional annual leave; above standard market contribution to company sponsored 403(b) retirement plan; tuition assistance; etc.

AASCU is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.