



Associate Vice President for Finance and Administration/Controller Position Profile

Missouri Western State University (Missouri Western), located in Saint Joseph, Missouri, invites applications and nominations for the position of Associate Vice President for Finance and Administration/Controller (AVP/Controller). Reporting to the Vice President for Finance and Administration, the AVP/Controller will have responsibility for handling high-level accounting, managerial accounting, and overseeing the financial activities of the university.

About Missouri Western State University

Missouri Western is a four-year, state-supported institution providing a variety of degree programs and offering professional master's degrees, four-year baccalaureate degrees, two-year associate degrees, pre-professional transfer programs and one-year certificates. In addition, Missouri Western offers seminars, conferences and workshops suited to the needs of the community. Located on a beautiful 744-acre campus about 45 minutes north of Kansas City, the University is an active partner in the educational, economic, cultural and social development of the people and the region it serves. Designated as the State of Missouri's institution of higher education with a focus on applied learning, Missouri Western draws students from throughout the United States and more than 30 countries. The University enrolls nearly 3,500 undergraduate and graduate students (FTE).

Mission: Missouri Western is a student-centered learning community preparing individuals for lives of excellence through applied learning.

Vision: Missouri Western will be the premier open access regional university, known for transforming the lives of our students and the communities we serve.

The Division of Finance and Administration

The Finance and Administration division is responsible for supporting the university's teaching, research, and workforce development mission by providing quality financial and administrative services to the Missouri Western community and ensuring transparency in planning and budgeting. The Finance and Administration division is responsible for accounting, budgeting, student billing and collections, payroll, purchasing, financial aid, physical plant, capital and construction management, security and safety services, human resources, information technology, bookstore, food services and many other administrative functions.

The Associate Vice President/Controller

The AVP/Controller maintains responsibility for Accounting Services, the Business Office, and the Purchasing Department. The Office of Accounting Services establishes and maintains

efficient accounting and budgetary systems and controls, which demonstrate accountability and effective stewardship of University financial resources. The office also provides timely, useful information and services to all constituencies. Accounting Services includes general accounting, grants and contract administration, accounts payable, and treasury functions. The Business Office handles tuition billing and collections, financial and tax reporting, and cashiering services. The Purchasing Department's mission is to obtain high-quality products and services at competitive prices in direct support of the educational and associated missions of the University. The Department maintains its procurement practices in accordance with the State of Missouri legislation and University policies.

The AVP/Controller will address several critical agenda items when he or she takes office. The University is emerging from several years of operating with a deficit, but has a balanced budget for the current financial year, and projects a balanced budget for the coming financial year. While the current financial picture is positive, the AVP/Controller will work to ensure the ongoing financial well-being of the institution. Among the agenda items to be addressed is assuring that the University maintains best-in-class accounting policies and practices, including the mentorship of staff. Additionally, the AVP/Controller will need to develop and maintain a focus on service to students, assuring that the operations of the offices under his/her leadership engage in mission-based decision-making. Finally, the next AVP/Controller will have the opportunity to establish close working relationships with other units within the University, including the critical relationships with the academic departments and faculty leadership.

Responsibilities of the AVP/Controller will include, but are not limited to:

- Manages all aspects of accounting; billing, financial statements, general ledger, cost accounting, accounts payable, accounts receivable, tax compliance, inventory accounting, cost accounting, revenue recognition and various special analysis
- Maintain documented system of accounting policies and operations; update as necessary
- Oversee payments of all accounts; ensuring all accounts are paid on time
- Process accounts and collecting payments
- Oversee all payments made for debts, bank loans, and other large quantities of money
- Monitor cash and funding balances
- Keep an organized filing system of all accounts, statements, transactions, payments and debts.
- Prepare and organize financial statements for record and review
- Prepare quarterly and annual financial reports as necessary
- Manage the quarterly and annual budgets and forecasts
- Advise on financial analyses and decision-marking regarding capital investment, pricing, contract negotiations, significant costs, benchmarks and other matters with management and VP of Finance
- Organize information and statement for audits and both internal and external auditors
- Define, benchmark and implement operational best practices

- Complying with all local, state, and federal laws regarding finances, tax filings and reporting
- Ensure that the university complies with all additional legal and regulatory requirements
- Performs other duties as assigned

Required Qualifications

A bachelor's degree in accounting, finance, business administration with an emphasis in accounting or related field is required. Preference will be given to candidates holding current licensure as a Certified Public Accountant (CPA). Additionally, significant previous experience within or related to higher education is desired.

Desired Characteristics

- Exceptional knowledge of finance, accounting, budgeting, cost accounting and cost control principles and Generally Accepted Accounting Principles (GAAP)
- Advanced knowledge of bookkeeping and accounting best practices, laws, standards and state/national regulations
- Excellent computer skills
- Experience in accounting software, access, database, or other system knowledge
- Proficient with accounting software and experience with software system implementation
- Excellent verbal and written communication skills
- Analytical ability to develop and implement improvements or recommendations
- Attention to detail
- Ability to work collaboratively with campus constituents
- Team-building and mentorship skills
- Personnel management experience

Application and Nomination Process

Missouri Western has retained Academic Search to assist with this search.

Applications, nominations and expressions of interest can be submitted electronically, and in confidence, to MWSUController@academicsearch.org. The search is open until the position is filled. Applications should consist of a substantive cover letter, resume, and a list of five professional references with full contact information and a note explaining their relationship to the applicant. References will not be contacted without the explicit permission of the candidate. Confidential discussions about this position may be arranged by contacting Senior Consultants Jairy Hunter at jairy.hunter@academicsearch.org, or by phone at 843-693-2658; or Eric Richtmyer at eric.richtmyer@academicsearch.org, or by phone at 202-332-4049.

Equal Opportunity Employment

Missouri Western actively follows a policy of nondiscrimination in regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, marital status, pregnancy or parental status, national origin, veteran status, genetic information, disability, and all other

legally protected classes. This applies to education programs, and activities including athletics, instruction, grading, awarding of student financial aid, recruitment, admission, employment, housing, placement and retention of students, faculty and staff. Missouri Western pledges continued compliance with all relevant state and federal laws and cooperation with governmental organizations in ensuring equal employment and educational opportunity.

Diversity Statement

As a student-centered learning community Missouri Western is dedicated to inclusion and the promotion of diversity as essential to our mission as a public university. This commitment contributes to transforming lives and demonstrates our values of freedom, respect and courage. The university encourages applications from individuals whose differing backgrounds, beliefs, ideas, and life experiences will further enrich the diversity of our educational community.