Director of Business Services/Controller

Helena College University of Montana a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as a Director of Business Services/Controller.

**Duties and Responsibilities**

Helena College University of Montana seeks a committed and enthusiastic leader to inspire and direct the business/accounting operations at the College. Working with the Assistant Dean Administrative Affairs/CFO, this position serves as the chief accounting officer and is responsible for establishing sound fiscal and business policies, procedures, internal controls and reporting systems for the institution in accordance with Federal, State, and Institutional regulations. The Director is also responsible for the overall direction, coordination, and evaluation of the following departments/operations, procurement, general accounting, accounts receivable, accounts payable, travel, grants, treasury, budget, Cashier’s Office. The Director will ensure that Helena College continues to fulfill its mission in service to its students and the community through responsible fiscal management by ensuring adherence to nationally recognized best practices, GASB, NACUBO, and related state policies and procedures.

Other duties may be assigned to meet business needs.

- Providing oversight for proper accounting and safeguarding of the College’s assets and recording the College’s liabilities.
- Recording and reporting all financial activity for the University funds in accordance with applicable policies and regulations.
- Providing fiscal information to outside agencies, organizations or individuals as requested or required by law.
- Facilitating and managing billing, fee collection and aid disbursement for student registration.
- Prepare the College’s annual financial statements, in cooperation with the University of Montana Business Office as required by GASB and NACUBO.
- Preparing a variety of annual operational and financial reports.
- Assisting a diverse population of students, faculty, and campus departments in obtaining fiscal information.
- Assist in ongoing development of policies and procedures for business operations.
• Responsible for all audit coordination at the campus level and ensuring Helena College is in compliance with regulatory bodies.
• Oversee the operation and control of the Ellucian/BANNER finance module and that all authorizations and controls are appropriate and up to date.
• Provide technical and financial support to the staff and work closely with campus departments.
• Recruit, hire, train, supervise and evaluate staff.
• Manage department budget.
• Interact effectively with all campus departments and participates as part of the campus management team.

A complete position description can be requested from hchumanresources@helenacollege.edu.

Minimum Qualifications:
The minimum of a Bachelor’s degree in a relevant discipline and a minimum of five (5) years progressively responsible professional experience leading a complex financial services organization is required. CPA or CMA is preferred. Preferred qualifications also include experience in governmental fund accounting, in higher education, and with computerized accounting systems-Banner experience.

• Advanced understanding of generally accepted accounting principles and audit practices.
• Ability to develop and maintain effective working relationships with a variety of individuals at all levels.
• Professional written, verbal and listening communication skills.
• Ability to read, comprehend and interpret complex federal and state regulations and apply them appropriately and consistently.
• Demonstrated skill in effectively managing employees and financial resources.
• Problem-solving, conflict resolution and negotiation skills needed to resolve complex situations.
• Highly effective decision-making skills.
• Advanced analytical skills.
• Effective strategic planning and implementation skills.
• Ability to develop effective teams.
• Ability to develop financial policies, procedures, internal controls, and reporting systems.
• Knowledge of and experience with financial reporting.
• Demonstrated ability to effectively utilize databases, word-processing, spreadsheets and enterprise financial systems.
• Ability to communicate throughout the organization with effective interaction across departmental boundaries.

Benefit and Salary Information:
$60,000-$66,000 annually, commensurate with experience. Benefits include a comprehensive group insurance benefits program including medical plan options with prescription drug and dental plan, vision exam coverage, an employee assistance program (EAP), retirement plan, life and disability insurance options, flexible spending and dependent care account options, and optional long-term care insurance. Additional information on benefits can be found by visiting: https://choices.mus.edu/employees.asp

Application Procedures:

Please email your cover letter, resume, transcripts, supplemental questions and references to: hchumanresources@helenacollege.edu

Supplemental Information:

1. Describe your experience in each of the following areas:
   - reconciling accounts, funds and systems
   - managing grants
   - managing cash and investments
   - working with and maintaining a large database such as Banner
   - preparing financial statements
   - developing and implementing internal control

Deadline to Apply:

This position is open until filled, the first review will be on Wednesday, March 4, 2020 @ 11:59pm. Applications received after this date may be considered until an adequate applicant pool has been established.

Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

Criminal Background Investigation is required prior to Offer of Employment

In accordance with University policy, finalists for this position will be subject to criminal background investigations.

ADA/EOE/AA/Veteran's Preference

Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action
employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans’ or disabilities preference in accordance with state law.

**Testing**

Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

*References not listed on the application materials may be contacted; notice may be provided to the applicant.

*All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).
Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College

This information is voluntary and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:
Last Name: First Name: Middle Initial:

Gender: [ ] Male [ ] Female

Race/National Origin:
[ ] White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.

[ ] Black (not of Hispanic origin): all persons having origins in any of the black racial groups.

[ ] Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

[ ] Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.

[ ] American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:
- No Military Service

- Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veteran’s Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.

- Other Protected Veteran: a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

- Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

- Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

**Where did you learn about this vacancy?**

- Newspaper
- Job Service
- Referral
- Posting
- Web
- Career Fair
- Other:
