

Foundation Controller
Northern Arizona University

Direct Link: <https://www.AcademicKeys.com/r?job=235211>

Downloaded On: Aug. 8, 2024 3:51am

Posted Apr. 25, 2024, set to expire Aug. 22, 2024

Job Title	Foundation Controller
Department	University Development
Institution	Northern Arizona University Flagstaff, Arizona
Date Posted	Apr. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Senior Executive Officer
Academic Field(s)	Financial Planning/Budget Management Development/Institutional Advancement Business & Administration
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Job Description

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Foundation Controller

Location: University Development

Regular/Temporary: Regular

Job ID: 607856

Full/Part Time: Full-Time

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Workplace Culture

NAU aims to be the nation's preeminent engine of opportunity, vehicle of economic mobility, and driver of social impact by delivering equitable postsecondary value in Arizona and beyond.

Special Information

- This position is a hybrid position which allows the incumbent to complete their work at both an NAU site, campus, or facility *and* at a non-centralized site with or without accommodation.
- This position is posted as **Foundation Controller**, which is a working title. The NAU system title for this position is **Assistant Director, Financial Oversight**.

Job Description

The NAU Foundation Controller supervises and is responsible for the coordination of all monthly accounting which includes, month end journal entries, reconciliations of accounts, balancing of investment accounts and the monthly investment divesting. This position works closely and collaborates with constituents to provide financial support, ensure correct recording of financial transactions, and ensure accuracy and completeness of information. The Foundation Controller is the main financial liaison for the NAU Foundation and manages the audit and tax returns for the organization. As a member of the NAU Advancement | Foundation finance team and direct report to the NAU Foundation Chief Financial Officer, this position has a deep understanding of non-profit accounting, budget planning, reconciliation and assists in review and approval of accounts payable.

Financial Operations - 60%

- Manages operational accounting activity for the Foundation and its subsidiaries, such as ensuring accurate and timely monthly close, reconciliations, investments, endowment, and pledge schedules.
- Prepares and provides oversight of financial transactions in accordance with set policies and guidelines.
- Manages and provide administration for financial applications, which includes accurate setup of funds and annual endowment payout assessments.
- Manages year-end procedures and preparing schedules for the NAU Foundation's annual audit and tax 990 filings.
- Oversees the annual audit and tax filings for the NAU Foundation.

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- Oversees Foundation insurance activity, which include but is not limited to special events.
- Manages local, state, and/or federal filings, such as state charitable registrations.
- Completes special projects, such as improving operational efficiencies, fund audits, data integrity checks, special reports for constituents, etc.
- Supervises, trains, and oversees accounting and/or administrative staff.

Processes, Policies & Guidelines - 20%

- Develops, assesses, and executes policies and operational procedures for the NAU Foundation to enhance efficient financial oversight practices in alignment with accounting standards.
- Provides guidance and training to constituents in adherence to policies and procedures.
- Main liaison and subject matter expert for NAU Foundation financial policies and procedures.

Financial Support - 15%

- Main financial liaison and resource for stakeholders such as campus partners, investment management company, auditors, etc.
- Oversees account and fund correspondence with internal and external constituents while providing and ensuring quality customer service.
- Understands the mechanics and supports in the development of budgets and strategic plans to guide financial planning decisions.
- Serves as an advisor and prepares NAU Foundation monthly budget report and financial statements for the NAU Foundation Board.

Other - 5%

- Other duties as assigned.
- May direct the work efforts of student employees and/or temporary workers.

Minimum Qualifications

- Bachelor's degree in accounting, finance, or related field, and
- 3-5 years of accounting/finance experience,
- 2-4 years of financial management experience; or
- Any combination of relevant education and experience may be substituted for the educational

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requirement on a year-for-year basis.

Preferred Qualifications

- Master's degree in accounting, finance, or related field, licensed certified public accountant.
- Finance experience in non-profit sector and/or higher education.
- Experience working in financial software and constituent database programs including, but not limited to: Ellucian CRM Advance, Sage Intacct, Fundriver, and/or NAU systems and applications.

Knowledge, Skills, & Abilities

Knowledge:

- Expert knowledge of financial operations tools, procedures, processes, policies, and concept; such as preparing year-end reports, journal entries, schedule, and 990 tax returns
- Expert knowledge of financial reporting in non-profit, higher education and university financial processes
- Expert knowledge working with auditors to prepare and execute annual audit
- Experience working with endowment funds and setting up fund accounts
- Experience with reconciliations, balancing of investment accounts, and monthly investment activities
- Knowledge of local, state, and federal financial reporting regulations
- Knowledge of supervisory practices and principles

Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Proficiency as a subject matter expert or adeptness in rapidly grasping new concepts
- Skill in detailed and complex numerical computations and reports
- Skill in financial modeling and analysis

Abilities:

- Supervises team members and allocates tasks.
- Coaches and mentors others; trains staff

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- Effective communicator both written and verbally
- Listens actively
- Analyzes complex situations and anticipates issues
- Promotes a diverse, inclusive environment
- Ability to multitask and manage tasks independently
- Detail orientated and high-level organization skills

Background Information

This position has been identified as a safety/security sensitive position. Therefore, per AZ Revised Statute, Northern Arizona University requires satisfactory results for the following: a criminal background investigation, employment history investigation, degree verification (in some cases) and fingerprinting. If you are applying for a job that requires a CDL, you will be required to register with the Federal Motor Carrier Safety Administration Drug & Alcohol Clearinghouse and adhere to the clearinghouse requirements. Additionally, as an employer in the state of Arizona, NAU is required to participate in the federal E-Verify program that assists employers with verifying new employees' right to work in the United States. Finally, each year Northern Arizona University releases an [Annual Security Report](#). The report is a result of a federal law known as the Clery Act. The report includes Clery reportable crime statistics for the three most recent completed calendar years and discloses procedures, practices and programs NAU uses to keep students and employees safe including how to report crimes or other emergencies occurring on campus. In addition, the [Fire Safety Report](#) is combined with the Annual Security Report for the NAU Flagstaff Mountain Campus as this campus has on-campus student housing. This report discloses fire safety policies and procedures related to on-campus student housing and statistics for fires that occurred in those facilities. If you would like a free paper copy of the report, please contact the NAUPD Records Department at (928) 523-8884 or by visiting the department at 525 E. Pine Knoll Drive in Flagstaff.

Salary

Salary range begins at \$82,000. Annual salary commensurate with candidate's qualifications and related experience.

FLSA Status

This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and therefore will not earn overtime or compensatory time for additional time worked.

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Benefits

This is a Service Professional (SPF) position. NAU offers an excellent benefit package including generous health, dental and vision insurance; participation in the Arizona State Retirement System or the Optional Retirement Program; 22 days of vacation and 10 holidays per year; and tuition reduction for employees and qualified dependents. More information on benefits at NAU is available on the [Human Resources benefits website](#). NAU is a tobacco and smoke-free campus. Service Professionals are hired on a contract basis, renewable each 6 months according to [terms of the Conditions of Professional Service](#). Employees offered a position will be eligible for state health plans (including NAU's BCBS Plan). New employees are [eligible for benefits](#) on the first day of the pay period following their enrollment, after their employment date. Employees will have 31 days from their start date to enroll in benefits. If a new employee chooses the ASRS retirement option, participation in the Arizona State Retirement System, and the long-term disability coverage that accompanies it, will begin on the first of the pay period following 6 months after the new employee's start date. New employees who choose to participate in the Optional Retirement Plan (ORP), which is an alternative to the ASRS plan for faculty and other appointed staff, will begin to participate on the first day of the pay period following election. Additionally, the long-term disability plan that accompanies the ORP will begin on the first day of the pay period following election.

Learning and Development

Your career at Northern Arizona University includes the opportunity for professional development. [New employee on-boarding training](#) includes courses to be completed within the first 30 days.

Immigration Suppt/Sponsorship

NAU will not provide any U.S. immigration support or sponsorship for this position.

Application Deadline

30 days, minimum

How to Apply

To apply for this position, please click on the "Apply" button on this page. You must submit your application by clicking on the "Submit" button by midnight of the application deadline. If you need assistance completing your application there are instructions available on the [Human Resources website](#) or in person in the Human Resources Department located in Building 91 on the NAU Campus -

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on the corner of Beaver and DuPont Streets.

If you are an individual with a disability and need reasonable accommodation to participate in the hiring process, please contact the Disability Resources Office at 928-523-8773, DR@nau.edu, or PO Box 5633, Flagstaff AZ 86011.

Equal Employment Opportunity

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples.

[Know Your Rights Poster](#)

NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.

To apply, visit

https://hr.peoplesoft.nau.edu/psp/ph92prt/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL

jeid-926fcd42756fd34db02bf5c711a03542

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

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