

Director of Financial Accounting & Reporting (Fixed Term)  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=229107>

Downloaded On: May. 9, 2024 1:56am

Posted Jan. 18, 2024, set to expire Jul. 12, 2024

**Job Title** Director of Financial Accounting & Reporting (Fixed Term)  
**Department** Controller's Office  
**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Jan. 18, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Financial Planning/Budget Management

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Director-of-Financial-Accounting---Reporting--Fixed-Term-\\_RQ27723-1](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Director-of-Financial-Accounting---Reporting--Fixed-Term-_RQ27723-1)

**Apply By Email**

**Job Description**

## Job Description

### Position Summary:

This fixed-term position is responsible for assisting the Executive Director of Finance & Controller and Assistant Controller in all aspects of the Controller's Office during the implementation project of the Workday Finance system. This includes overseeing the daily operations of financial accounting related to account reconciliations, capital assets, restricted gifts, student aid, payroll, accounts payable and tax, as well as the monthly and annual closing processes and financial reporting.

The Director of Financial Accounting & Reporting will report directly to the Executive Director of

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Finance & Controller. The assignment will be from February 2024 through August 15, 2025.

**Responsibilities include, but are not limited to:**

- Primary assistant to the Executive Director of Finance and Controller and Assistant Controller.
- Direct communication with both internal and external auditors with respect to all audit matters and deliverables. Direct responsibility for the timely and accurate preparation of the monthly Financial Reporting Package, including the coordination and facilitation of review with the Financial Reporting Team.
- Direct responsibility for the monthly and annual financial closing process with respect to completeness, timeliness, and accuracy, including both the preparation of accounting entries and complex reconciliations as well as review of staff accounting entries and account reconciliations.
- Provide leadership and guidance over the of the daily operations of the Controller's Office, with respect to fiscal policies and expectations.
- Assistance in the completion of annual audits (i.e. financial statement, single audit, ICUAA, etc.) as well as ad hoc audits.
- Provide expertise, direction and customer service and training to the campus community on matters of accounting, internal controls, and financial reporting.
- Collaborate with campus colleagues to develop and implement financial and administrative policies and procedures.
- Special projects, analyses and other responsibilities as assigned, including system implementations and the identification and implementation of process improvements.
- Review of Financial Policies and Procedures to ensure adequate controls are in place and provide recommendations for to strategically enhance financial performance and better utilize technology to create efficiencies.

**Required Qualifications**

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- Bachelor's degree in accounting or finance with an accounting emphasis.
- A minimum of seven years demonstrated success in a position of similar responsibility.
- Certified Public Accountant license.
- Demonstrated applied expertise in Generally Accepted Accounting Principles (GAAP), auditing procedures and compliance for not-for-profit organizations.
- Strong supervisory and staff development skills.
- Accuracy, attention to detail, analytical, time management, complex problem-solving, and analysis, and organizational skills
- Excellent judgment in determining the best approach to performing the job functions and projects, both individually and in coordination with others.
- Ability to manage multiple projects concurrently, to prioritize tasks and establish work plans and timelines.
- Ability to identify best practices and implement improvements.
- Must be a dedicated professional and team player with excellent verbal and written communication skills with people at all levels of the organization.
- Advanced computer skills including proficiency in Microsoft Excel, PowerPoint, Outlook and Word.

**Preferred Qualifications**

- Master's degree in accounting or finance with an accounting emphasis
- Prior experience in a University or other not-for-profit organization, including experience in a decentralized environment collaborating with other departments.
- System implementation experience.

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- Proficiency in Excel and ability to work with large amounts of data.
- Experience with Workday (Financials, Student, Payroll/HCM)

**Department**

Workday Financials Project - Controller's Office

**General Submission Guidelines:**

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

**Academic Submission Guidelines:**

Please submit:

- Cover letter
- Curriculum vitae
- Research statement
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Teaching statement that includes a) teaching interests, b) teaching philosophy, and c) a plan on how to create an inclusive environment for students of all backgrounds in terms of classroom teaching, student advising, and graduate student mentoring

- Contact info for at least 2-3 references (school-specific; please refer to job posting)

### Still Have Questions?

If you have any questions regarding your application, please contact [Jobs@Stevens.edu](mailto:Jobs@Stevens.edu).

### EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

**NSF ADVANCE Institution** Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an

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NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

**Jeanne Clery Disclosure:**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. Click [here](#) for a copy of this report.

**Contact Information**

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

**Contact**

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