

Controller
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=249578>

Downloaded On: Nov. 28, 2024 10:58am

Posted Nov. 26, 2024, set to expire Mar. 21, 2025

Job Title	Controller
Department	
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Nov. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Finance/Investment Management
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Job Description

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JOB TITLE
Controller

LOCATION

Worcester

DEPARTMENT NAME

Finance & Operations Division

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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The Controller serves as the chief accounting officer and is responsible for the accounting, external financial reporting, and financial internal control operations of the University, and compliance with federal, state and local laws and regulations related to the finances of not for profit institutions. The Controller is responsible for the management and oversight of general accounting, research accounting, debt compliance, treasury operations and cash management, student accounts, fixed assets, restricted gifts and endowments, tax, audit and risk compliance, and internal control systems for financial operations.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity and inclusion.

JOB DESCRIPTION

Responsibilities:

Oversee all accounting functions of the University

- Developing, implementing, and documenting accounting policies and procedures in compliance with Generally Accepted Accounting Principles (GAAP), OMB Uniform Guidance for grants management, applicable tax regulations, relevant bond use restrictions and all other regulatory authority.
- Ensuring accurate accounting of all financial transactions. Proposing and implementing modifications to existing accounting policies and procedures so as to promote efficiency; continuously review accounting practices to meet the evolving needs of the University and to incorporate best practices for the industry.
- Preparing annual financial statements and overseeing completion of the Federal OMB Circular A-133 audit. Serve as liaison to external auditors
- Participating in preparation of the board of trustees materials, reports, and presentations. Serving as liaison to the Board of Trustees Audit and Risk Committee.
- Preparing and filing annual external reporting including federal and state tax returns and all other external financial reports including Moody's, S&P's, and IPEDS Finance Survey.
- Establishing and communicating accounting policies and changes to the university community.
- Remain apprised of changes in accounting rules and standards impacting higher education.
- Filing and negotiating proposals for Facilities & Administrative Rate calculations.
- Assisting CFO and AVP of Finance in preparation of internal and external financial reports, surveys, and analyses.

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Oversee university internal control environment.

- Developing and implementing effective internal control policies and procedures.
- Managing internal audit reviews through third-party auditors and ensuring the resolution of outstanding items.

Providing leadership and mentoring for staff, fostering a team environment, and supporting staff professional development.

Subject matter expert in Workday finance, participating in university wide system user groups.

Requirements:

- Bachelor's degree in accounting or related field.
- CPA required. Non-profit experience preferred.
- Minimum of 5 to 7 years of progressive responsibility in an accounting organization or CPA firm, including 3 to 5 years in a supervisory role.
- Experience in higher education financial accounting preferred with knowledge of accounting standards and federal and state regulations applicable to not for profits and universities.
- Proven competency in financial information technology and implementation of financial systems.
- Ability to work collaboratively across the university; customer-oriented approach.
- Flexibility and willingness to adapt to change; strong communication skills.
- Demonstrated initiative and strong work ethic.

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

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To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Controller_R0003013

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

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

Contact

N/A

Worcester Polytechnic Institute

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