Position Title: University Controller, Director of Fiscal Affairs
Job Bulletin Number: 103300
Classification: Administrator III
Department: Financial Operations
Full/Part-time: Full-time
Employment Type: MPP – this position is part of the California State University Management Personnel Plan (MPP). No tenure or permanent status can be achieved within the MPP
Bargaining Unit: M80
Pay Plan: 12 month
Salary Range: Hiring salary will be $125,000 - $145,000 commensurate with education and experience.
Benefits: Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our benefits website for additional information.
Pre-Employment Conditions: Background including credit check and fingerprinting
Closing Date: Open until filled. A review of applications will begin Monday, October 18, 2021 and the review period may end at any time thereafter.

POSITION SUMMARY: Reporting to the Vice President and CFO, Administration and Finance, the University Controller & Director of Financial Services is a strategic thought-partner in the financial administration of California State University Maritime Academy and its Auxiliary Organizations (California Maritime Academy Foundation, Inc and The Associated Students of California Maritime Academy, Inc). The University Controller is a hands-on and participative leader who develops and directs an internal team that administers the University’s and Auxiliary Organizations day-to-day finance, accounting, business operations and related planning functions. The incumbent serves as the Chief Accounting Officer and directs the accounting and fiscal reporting of the University and its Auxiliary Organizations.

The incumbent participates in all aspects of institution-wide planning in support of the mission and goals of California State University Maritime Academy and plays a critical role in partnering with the University’s executive and senior
Leadership teams in strategic decision making and operations. The incumbent will also actively engage in California State University system-wide and other higher education initiatives and committees. The incumbent maximizes and strengthens the internal capacity of a well-respected, high-impact higher education institution.

**HOW TO APPLY:** Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at [http://www.csum.edu/web/hr/careers](http://www.csum.edu/web/hr/careers).

**ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:**
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

**MAJOR RESPONSIBILITIES:**

**Financial Management**
- Develop and maintain timely and accurate financial statements and reports appropriate for users and in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Ensure that all statutory requirements of the organization are met
- Document and maintain complete and accurate supporting information for all financial transactions
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Reconcile bank and investment accounts
- Review monthly results and implement monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Oversee the accounting and procurement functions including maintenance of the general ledger, accounts payable, and accounts receivable
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation, policy and best practice
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and appropriately disposed
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all segments, and oversee all financial, project/program and grants accounting
- Coordinate and lead periodic financial audit processes with internal and external auditors
- Manage organizational cash flow and forecasting
- Implement a robust financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements
- Update and implement all necessary business policies and accounting practices; improve the division’s overall policy and procedure manual
- Effectively communicate and present critical financial matters to executive and senior leadership

**Leadership**
- Strategically structure the work of the unit to enhance effectiveness and efficiency
- Manage talent of managerial subordinates to develop individuals and the group as a whole
- Inspire performance through goal-setting, monitoring of goal achievement, and recognition of outcomes
- Build a team through the development of a team environment, effective peer relationships, and advocacy with administrative authorities
- Use and share information (oral, written, presentation style, technology, financial) with constituents using appropriate communication venues
• Facilitate productive change in anticipation of, or response to, improved process, external circumstances, and strategic directives
• Foster collaborative working environment

**Project Management Accounting**
• Maintain financial records for each project in a manner that facilitates management reports
• Ensure that accurate and timely financial statements are prepared in accordance with contract agreements with funders
• Provide accurate and timely reporting on the financial activity of individual projects

**Information Technology**
• Advise on appropriate technology that meets the University's information requirements and financial resources
• Evaluate the need for new technology to meet the University's financial data processing, control, security and reporting requirements

**Administration/Operations**
• Partner with Administration and Finance cabinet members and other campus administrator and faculty colleagues regarding the University’s administrative and operational processes, with a goal of continuously developing and improving systems
• Work closely with and collaborate with the campus Auxiliary Organizations on their day-to-day financial and accounting business processes.
• Evaluate and improve the University’s information technology infrastructure, implementing new technologies to support key capabilities as required for future growth, and to support and drive key financial, accounting and reporting initiatives
• Monitor all relevant legislation that impact the financial administration of the University and Auxiliary Organizations and implement accordingly
• Ability to assure that assigned accounting reporting systems and procedures are in compliance with established administrative policies and procedures and acceptable accounting standards

**REQUIRED QUALIFICATIONS:**
• BA/BS degree.
• Current CPA (Certified Public Accountant)
• At least 7 years of progressive experience in accounting-related financial management
• Extensive knowledge of Generally Accepted Accounting Principles (GAAP)
• Demonstration of significant experience of final responsibility for the quality and content of all financial reporting, financial control, debt management, and audit coordination for an organization
• Demonstrated in-depth knowledge of matters relating to accounting and finance, including government regulations and accepted internal financial control practices
• Demonstrated knowledge and experience providing accounting and fiscal management leadership in a complex, decentralized organization
• Familiarity of federal student financial aid annual reporting requirements, and quarterly grant reporting requirements
• Demonstrated knowledge of nonprofit fund accounting and institutionally related foundations
• Demonstrated diplomatic leadership and interpersonal, communication and relationship building skills necessary to working proactively across the University, both horizontally and vertically
• Demonstrated written and oral communication skills necessary to prepare and communicate clear and concise correspondence and reports to audiences at all levels of the organization, including the ability to translate financial concepts to programmatic and fundraising colleagues who do not necessarily have finance backgrounds
• Ability and competence in implementing and managing automated financial systems including those involving electronic commerce; experience selecting and overseeing software installations and managing
relationships with software vendors; knowledge of accounting and reporting software

- Proficient with current word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems
- Demonstrated skill in the development of a team environment and the professional development of managerial subordinates; demonstrated commitment to training programs that maximize individual and organization goals across the organization including best practice financial activities
- Ability to work with great autonomy and exercise independent judgment in the discharge of duties
- Demonstrated personal qualities of integrity and credibility
- Ability to value diversity of thought, backgrounds and perspectives
- Ability to anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- Skilled in utilizing data driven strategies at the institutional, division and unit levels to evaluate and assess financial, accounting and related programs and services, focusing on improvement

PREFERRED QUALIFICATIONS:

- Masters’ degree in Business Administration, Management, Accounting or related field
- Direct experience working effectively within governmental, higher education/academic shared governance or 10 to 15 years of corporate or non-profit experience.
- A demonstrated, successful track record in grants management.
- Dedication to the mission of California State University Maritime Academy

SPECIAL CONDITIONS:

**PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS:** Involves mainly sitting; walking and standing is minimal; involves lifting lightweight objects limited to 15 pounds.

**BACKGROUND CHECK:** Satisfactory completion of a background check (including a criminal records check credit check and fingerprinting) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

**MANDATED REPORTER:** The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

**DESIGNATED POSITION:** This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**ELIGIBILITY TO WORK:** Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

**TITLE IX:** Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: [https://www2.calstate.edu/titleix](https://www2.calstate.edu/titleix)

**EEO STATEMENT:** Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.