



CORE TECHNOLOGY SERVICES

Position Title: Controller

Position #: 00103951

Salary: Minimum starting annual salary \$75,000+ per year, or commensurate with experience, full-time, exempt (from FLSA overtime), benefited position in the 1000 broadband

Location: Grand Forks, ND

Closing Date: Applications received by July 18, 2018 will be given first consideration. Open until filled.

Description:

Reporting to the Office of the CIO, the Controller provides services in financial reporting, budget preparation, budget monitoring and all other financial operations functions related to Core Technology Services (CTS). In addition, this position oversees CTS' coordination with the North Dakota University System Office for financial reporting and auditing. This position is committed to providing the best professional and financial assistance to employees, campuses, and external customers. This role has the overall responsibility for the accuracy, integrity, oversight, compliance and maintenance of CTS financial records; ensuring the timeliness of financial transactions; providing adequate internal controls and preparing financial reports in compliance with Generally Accepted Accounting Principles (GAAP) and in compliance with federal, state and university system regulations.

This position is responsible for providing vision, leadership, planning, project coordination, and management of Core Technology Services financials, budgeting and audit functions. This position is responsible for analyzing and directing all functional related activities within the financial component of the PeopleSoft/Oracle System. This position is accountable for ensuring continuity and successful delivery of functional financial services.

Minimum Qualifications:

- Bachelor's Degree in Accounting, Business or related field
- 5+ years of directly related experience
- Must be able to demonstrate highly developed and comprehensive financial management skills gained in a large, multifaceted organization or public institution
- Demonstrated ability to solve problems creatively using a variety of approaches
- Excellent communication skills, both verbal and written
- Strong analytical, critical thinking and decision making skills

Preferred Qualifications:

- Master's Degree
- Experience working in higher education accounting, budgeting or financials
- Certification/Licensure Certified Public Accountant (CPA) (certification must be active and in good standing)
- Supervisory experience

To Apply: Applicants should send a cover letter **specifically addressing the above qualifications**, a current resume, and the names and contact information (including telephone numbers and e-mail address) of three professional references, either electronically (preferred) to jane.grinde@ndus.edu or by mail to:

**NDUS
Attention: Jane Grinde
600 E Boulevard Ave, Dept 215
Bismarck, ND 58505-0230**

by the closing date stated above. Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214 with the application for employment; claims for disabled veteran's preference must include Form DD214 and a letter less than one year old from the Department of Veterans' Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate and a letter less than one year old from the Department of Veterans' Affairs indicating disability, or the veteran's death certificate. Due to access to restricted information, the successful candidate will be required to complete a satisfactory criminal background check. **Applicants must be eligible to work in the U.S. and I-9 employment certification is required at hire.**

Persons who may need additional job information or may require accommodation or assistance with the application or interview process should contact Jane Grinde at (701) 328.4217, or e-mail jane.grinde@ndus.edu. TTY Number 1-800-366-6888.

THE NORTH DAKOTA UNIVERSITY SYSTEM was organized in 1990. It is made up of 11 public colleges and universities governed by the State Board of Higher Education. The NDUS is composed of two doctoral-granting institutions (NDSU and UND), two master's granting institutions (MISU and VCSU), two universities that offer baccalaureate degrees (DSU and MASU), and five campuses that offer associate and trade/technical degrees (BSC, LRSC, MISUB, NDSCS and WSC).

Applications for public employment will be confidential unless deemed a finalist. Public entities including the State Board of Higher Education and NDUS institutions shall determine finalists for open positions consistent with N.D.C.C. Section §44-04-18.27. Applications for public employment of non-finalists and any records related to those applications which contain information that could reasonably be used to identify an applicant are confidential.

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. § 23-12-10.

Equal Opportunity Employer: The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

The GRAND FORKS community offers an environment with the great amenities offered in larger urban areas, and the safety and convenience of a small community. Greater Grand Forks is an impressively cosmopolitan city, boasting a regional population of roughly 98,000 spanning two states.

Some of the features that make the community a great place to live are diverse educational opportunities, safety and low crime rate, parks and theaters, and a cost of living considerably lower than that found in large cities. To learn more about the community's quality of life, visit www.gfchamber.com