Associate Vice President of Financial Operations & Controller  
Office of the Executive Vice President for Administration and Chief Financial Officer

Position Overview

Reporting to the Executive Vice President for Administration and Chief Financial Officer (EVPACFO), the Associate Vice President of Financial Operations & Controller (AVP) serves as the University's principal financial business and accounting executive for the University. The AVP is responsible for planning, developing, implementing and evaluating all accounting and controller functions of the University; provides leadership and financial oversight over general accounting, financial reporting and analysis, banking and cash management, accounting systems, bursar, accounts payable, travel disbursements and reimbursements, accounts receivable, tax compliance, payroll, and treasury services; serves as a senior level advisor for the EVPACFO and other University executives on the financial position of the University including assets, liabilities and restricted and unrestricted net assets, results of University operations including revenues and expenditures, accounting and tax issues. The AVP also oversees UConn Health’s bursar function, billing, collections and tax compliance and has a critical role liaising with government agencies, foundations and sponsored research activities.

Areas of Responsibility

1. Leads and directs the financial functions in planning, accounting, enterprise financial and reporting systems, financial reporting and analyses, reviewing and developing key financial processes to ensure compliance, integrity and cost-effectiveness.

2. Establishes accounting policies and procedures for the University’s accounting and financial transactions, ensuring they meet standards of internal control and compliance.

3. Serves as the primary resource to the EVPACFO on accounting, reporting, cash management, and tax compliance matters, and serves as the primary resource to senior and executive administration on matters of an accounting and financial reporting nature.

4. Leads compliance efforts with applicable federal and state laws and regulations and other regulatory bodies related to University financial policies, Internal Revenue Code, CT Department of Revenue Services, Department of Education, Department of Labor, and collective bargaining agreements.

5. Establishes and maintains comprehensive internal controls designed to mitigate risk, protect assets and support the financial infrastructure of the university. Designs internal controls that provide assurance in achieving specified objectives in: 1) effectiveness and efficiency of operations, 2) compliance with laws and regulations, and 3) reliability of financial reporting.

6. Provides direction to division offices including the Accounting Office, Accounts Payable and Travel Office, the Payroll Department, Treasury Services, Bursar Office, and Tax and Compliance Office. The latter two (2) includes oversight of UCH operations.

7. Provides consultative services to the offices under the Vice President for Research including data gathering and analysis to support Facilities and Administration rate negotiations with the federal government.
8. Ensures an effective level of coordination and communication between the central financial offices and fiscal staff throughout the University to exchange ideas and achieve consistent and transparent accounting and financial operations, the transfer of data and the development and design of reporting.

9. Provides central management of the University’s banking relationships, treasury services, and debt issuance and compliance ensuring consistency in service applications, disaster recovery, and internal controls.

10. Provides management and oversight of the Office of Treasury Services which is responsible for the issuance of all debt including but not limited to general and revenue bonds in support of the University’s capital program; provides data to rating agencies, bond counsel, State Treasurer’s Office, Electronic Municipal Market Access (EMMA), etc.; ensures compliance with all covenants, indentures, Internal Revenue Service, Security and Exchange Commission and other regulatory requirements.

11. Is responsible for the University’s financial systems of record, tracking, reporting systems and accurate and timely accounting and financial services, ensuring adherence to sound accounting principles and financial reporting standards. Provides guidance, support tools, and documentation to help units across campus manage financial related processes.

12. In coordination with the Office of Budget and Planning prepares financial reports for the Board of Trustees and management to assess the financial health of the University and support decision-making.

13. Represents the University before external constituencies and committees of the Board of Trustees and responds to external, internal, legislative, and federal audits, such as the University’s annual Financial Report, UCONN 2000, NCAA, A-133, 2-90 departmental audits.

14. Responsible for consultation, evaluation and oversight of internal controls to other financial and administrative functions including Sponsored Research, Procurement, Construction, Enrollment Services, and Student Services.

15. Working closely with Information Technology Services ensures proper development, implementation, and maintenance of the University’s financial and administrative information systems, including University-wide access and training, a robust data warehouse, report writing tools and standard reports.

16. Responsible for coordinating recognition of gifts and use of UConn Foundation accounts for University expenditures.

17. Participates in, and provides guidance to, standing and ad hoc committees or subgroups on financial, administrative, and/or capital investment matters.

18. Ensures and maintains professional responsibility and financial stewardship of the University by adhering to ethical standards of professional conduct, acting in a manner consistent with the University’s mission and core values of learning, community, responsibility, integrity and quality, and applying all University policies, procedures and legal requirements.

19. Performs other duties and assignments as required.
QUALIFICATIONS:

Educational Training:
1. Bachelor’s degree in accounting, business administration, finance or related field.
2. A Master’s degree or other advanced degree in business or related field is preferred.
3. Certified Public Accountant

General Experience:
1. Minimum 10 years’ accounting or financial management experience in a large-scale, complex operation, preferably as a senior financial officer in a large research university or similar higher education academic environment or public institution.
2. Five (5) years’ leadership experience managing a business unit, division or corporate function with major organizational impact.
3. Comprehensive knowledge of current generally accepted accounting and financial reporting standards relevant to higher education, public agencies, federal grants and contracts, and non-profit organizations, including full knowledge of the Governmental Accounting Standards Board statements.
4. Considerable knowledge of strategic financial planning, financial and investment management, unrelated business income tax, debt financing, cash flow management, investment strategies, and other financial functions.
5. Experience in providing strategic leadership over financial systems and demonstrated success in overseeing financial system implementations, upgrades, conversions, etc.
6. Proven ability to examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures to improve internal controls and achieve increased efficiencies.
7. Proven ability to translate long-term strategies into day-to-day operations, with demonstrated experience aligning resources with goals in an environment of competitive demands and resources.
8. Excellent oral and written communication and interpersonal skills and ability to work collaboratively and effectively with faculty, staff and administrators and represent the University to key stakeholders internally and external agencies/groups and the public.
9. Demonstrated ability to develop and maintain constructive, professional relationships with a wide variety of individuals and organizations.
10. Demonstrated integrity and ability to act without consideration of personal gain and take prompt action in the case of unprofessional and unethical behavior.
TO APPLY

Please apply online at UConn Jobs, https://jobs.uconn.edu, Staff Positions, Search #2019551. Interested applicants please submit/upload 1) a resume documenting educational and work history with employment dates; 2) a cover letter and 3) name and contact information of three (3) professional references. Please note that references will not be contacted without prior discussion with candidate. Search Committee review of completed application packages will begin immediately and continue until a successful candidate is identified. Preference will be given to applications received by July 1, 2019.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2019551)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on July 1, 2019.

All employees are subject to adherence to the State Code of Ethics, which may be found at http://www.ct.gov/ethics/site/default.asp.