PURPOSE
Manage accounting operations for Housing & Food Services (HFS) including: accounts receivable, revenue accounting, and payroll. Lead HFS’ transition to Workday focusing on development of financial business processes and departmental operating model.

RESPONSIBILITIES
• Manage and direct the operational activities of accounts receivable, revenue accounting and payroll. Provide leadership and support to 3 direct reports.
• Oversee and maintain accounting for areas of responsibility in accordance with GAAP and University policy. Ensure accounting practices support the goals of the CFO and finance management team.
• Work with UW Finance Transformation including, but not limited to:
  o Participate as part of the leadership of the HFS implementation
  o Participate in process teams that focus on specific areas of responsibility
  o Lead HFS’ design and implementation of the HFS Shared Environment
• Participate in external and internal audits. Respond to audit reports, including presentation of recommendations for changes to ensure compliance.
• Develop, recommend, implement, and monitor accounting procedures in accordance with HFS and UW policies and Washington State standards and requirements, including internal control of revenue and payroll.
• Monitor fiscal accountability and internal controls of HFS units. Collaborate with managers and senior leaders to resolve deficiencies.
• Provide communication and training on fiscal procedures to departmental stakeholders.
• Maintain strong partnerships with HFS units and UW departments. Collaborate with stakeholders and problem-solving and process improvements as needed.
• Ensure integrity of transactional data in accounting systems. Provide subject-matter expertise for financial systems, processes, and integrations.
• Participate in department-level projects and committees, representing Accounting Services business requirements. Consult on software implementations, new lines of business, and customer service practices.
• Initiate and direct improvement projects.
• Participate in or conduct special projects as assigned.
• Perform other duties as required.

POSITION COMPLEXITIES
Diverse revenue sources and accounting systems
Volume and number of sources involved in accounting and reconciliation
Coordination with University systems
Extensive revenue accounting
Balancing customer service with enforcement of policies and procedures
Balancing University policies and procedures with HFS needs and business processes

IMPACT TO THE UNIVERSITY
Management of accounting impacts the Department’s reputation and standing with the University and its governance, the State Auditor and Office of Financial Management.

WORKING CONDITIONS
Maintains regular office hours Monday through Friday with occasional extra work to attend and participate in special events.

SUPERVISION RESPONSIBILITIES
Direct supervision of 1 FTE professional staff, and 2 FTE classified staff.

REPORTS TO
Chief Financial Officer, HFS

QUALIFICATIONS
Bachelor’s degree in accounting, business administration or closely related field and four years of accounting experience that demonstrates:

- Excellent administrative, financial, organizational and problem-solving skills.
- Leadership experience reflecting a high level of integrity and trust.
- Effective teamwork both as a leader and member.
- Experience in an Enterprise Resource Planning implementation project
- Ability to work effectively in a fast-paced, development-oriented environment.
- Commitment to continuous improvement of business operations.
- Strong presentation skills for small groups as well as large, open, public meetings.
- Clear and concise written communication.
- Combination of forward-thinking to develop innovative business solutions while insuring the integrity of the day-to-day financial operations.
- Ability to implement and sustain proper accounting controls
- Successful collaboration among diverse stakeholders
- Successful supervision of staff and change management

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

ADDITIONAL DESIRED QUALIFICATIONS
- Experience with MS Dynamics GP accounting system
- Experience with Workday
- Experience in financial management or related fields at a public institution of higher education
- CPA, or progression towards, is strongly preferred.

CONDITION OF EMPLOYMENT
- A satisfactory outcome from the employment reference check processes and education verification.

POSITION NUMBER
- 2323