PURPOSE
Act as Departmental Controller by overseeing the administration of the financial accounting and reporting functions of the Department of Housing & Food Services (HFS).

RESPONSIBILITIES
• Manage the design and implementation of departmental accounting to achieve useful monthly financial reports for operations management, while ensuring that accounting requirements for annual external financial reporting are met. Coordinate design decisions with financial planning and analysis team.
• Maintain internal controls over financial accounting and reporting, monitoring existing controls and designing new controls as needed. Ensure that internal control procedures within HFS are in accordance with departmental and University policies and generally accepted accounting and auditing standards.
• Coordinate with departmental and University partners to adhere to policies and agreements. This includes coordinating funding transfers in the University accounting system, as well as submission of financial reports and certifications upon request.
• Oversee and coordinate financial audits, including the annual external financial statement audit and occasionally state or University internal audit engagements. Prepare complex audit schedules and review all audit schedules prepared by staff. Ensure audit requests are completed and submitted timely, and all auditor questions are answered appropriately.
• Provide subject matter expertise related to compliance with University, state, and federal requirements, including taxes, procurement policies, gift acceptance, University budget restrictions, administrative policies, and other areas related to department finances. Apply knowledge to ensure proper setup and configuration of accounting related processes and system implementations.
• Maintain and monitor monthly and annual closing checklists to ensure that accounting records are complete and accurate, and that recurring deadlines are met. Review and post journal entries, and prepare complex manual journal entries as needed. Review monthly balance sheet reconciliations.
• Manage the preparation of month-end and year-end accrual basis financial statements in accordance with generally accepted accounting principles and HFS management report requirements. Generate and distribute monthly management reports, including preliminary reports required for journal entry support. Direct the maintenance of accounting records, the chart of accounts, the general ledger, and related sub-systems. Maintain custom financial reports in collaboration with financial planning and analysis team. Work with business systems analyst to run annual maintenance processes in accounting system and validate results.
• Provide guidance and proper compliance with University financial, banking, procurement, and payroll systems and oversee reconciliation of these systems to HFS systems. Maintain mapping documentation between University and HFS accounting systems.
• Participate in University-wide financial transformation project and represent department needs. Ensure that department accounting requirements are met in the new system design through documentation of user requirements, use cases, change impacts, and other intake mechanisms.
• Participate in or conduct special projects as assigned.
• Perform other duties as required.

POSITION COMPLEXITIES
Complex accounting systems and coordination with University systems. High level knowledge to plan for and implement GASB (Govt. Accounting Standards Board) statements and guidance, and to ensure that annual financial statements and disclosures are updated accordingly.
Coordination with UW departments with interrelated impacts on asset management, construction, borrowings, real estate management, and operational partnerships.
Scope of HFS activities is broad and is an ever-evolving financial environment. Highly regulated environment with operational constraints.

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

**WORKING CONDITIONS**
Maintains regular office hours Monday through Friday with additional demands to complete a project and/or cyclical demands and participate in special events.

**SUPERVISION RESPONSIBILITIES**
2 Professional Staff

**REPORTS TO**
Chief Financial Officer, Housing & Food Services

**QUALIFICATIONS**
BA degree in accounting, business, finance, or equivalent and five years of experience that demonstrates:
- Success in financial statement preparation for internal and external use, thereby possessing high level knowledge of accounting principles and auditing standards.
- Ability to research complex accounting situations and write clear technical accounting memos to support departmental accounting decisions.
- Supervisory experience managing diverse team of accounting/financial professionals.
- Ability to implement and sustain proper accounting controls.
- Highly organized and self-motivated.
- Ability to solve complex problems with limited resources.
- Ability to learn and use several accounting systems, and comfort with using reporting and query functions.
- Ability to work with large data sets and use advanced Excel techniques.
- Experience working with cross-functional teams and collaboration among diverse stakeholders.
- Ability to work effectively in a fast-paced, changing environment.
- Commitment to continuous improvement of business operations.
- Strong presentation skills for small groups as well as large, open, public meetings and video conferences.
- Situationally appropriate communication, both written and verbal.
- Ability to develop innovative business solutions while also ensuring the integrity of the daily operations.

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

**DESIRED QUALIFICATIONS**
Certified Public Accountant
Experience with remote, in-person, and hybrid work environments
Experience with various types of accounting information systems
Change management experience, especially with accounting systems
Experience with accounting system user training
CONDITIONS OF EMPLOYMENT

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