Position Description:
This is a twelve-month exempt, at-will, full-time position with the primary responsibilities of serving as Controller for Adams State University. This individual will report to the Vice President of Finance and Administration.

The following are major job responsibilities:
- Supervise the Accounting Office, including Accounts Payable, Travel, Payroll, Capital Inventory and General Accounting functions.
- Participate and represent Adams State University in the State of Colorado Financial Advisory Committee, which sets higher education accounting policies and procedures for the State of Colorado.
- Approve all documents on the State Accounting System, CORE. Oversee the feed process to CORE and the reconciliation of CORE to the Banner Finance system.
- Maintain and operate the Banner Finance Module so that all accounting transactions are recorded into the General and Operating ledgers in accordance with generally accepted accounting procedures. This includes the creation and modification of rule classes, detail codes and system tables. Verify the accuracy of the accounting data fed into the Finance module from the Student and Human Resources modules.
- Act as point person for the annual independent audit. Provide audit schedules and information as needed to the independent auditors.
- Participate in the Adams State University Finance Committee along with members of the Board of Trustees and upper management.
- Prepare and input month end journal entries, analyze and reconcile all control and clearing accounts. Supervise the closing process each month on Banner and open and close each accounting period as needed. Prepare all closing entries needed at fiscal yearend.
- Wire all University receipts to the State Treasury.
- Determine the cash needs for the University and request the proper cash advances from the State Treasury for accounts payable and payroll. Deposit all Housing and Bond funds into the correct bank accounts.
- Supervise the disbursement of Federal and State monthly payroll withholding deposits and preparation of all quarterly and year-end payroll reports. Oversee the preparation, mailing and reconciliation of W-2 and 1099 forms. Reconcile the balance in the payroll account on a monthly basis.
- Prepare monthly financial statements for review by the Adams State University President, Vice President of Finance and Administration and Board of Trustees. Prepare year-end financial statements and associated schedules for the independent auditors, the Office of the State Controller and Office of the State Auditor.
- Maintain all bank accounts for University and transfer funds as needed. Oversee daily banking functions involving the financial institutions.
- Maintain and modify the internal control systems of the University as needed to safeguard the University’s assets, to insure the accuracy and reliability of the accounting data, to promote operational efficiency and to help insure adherence to State Fiscal Rules and the University’s policies and procedures.
- Prepare all NCAA required athletic financial reports and submit them to meet all deadlines.
- Other duties as assigned by the Vice President of Finance and Administration.

Qualifications:
- Minimum requirements BA in accounting, minimum 30 semester hours accounting.
- Preferred MBA and CPA.
**Salary and Benefits:**
Commensurate with education and experience. Adams State University offers a competitive benefits program.

**Further Information:**
Located in the beautiful San Luis Valley between the Sangre de Cristo and San Juan mountain ranges, in Alamosa, CO, Adams State University is a state-supported Hispanic Serving Institution (HSI). The vast San Luis Valley is designated the Sangre de Cristo National Heritage Area ([http://sdcnha.org/js](http://sdcnha.org/js)). We are, at 7,500 feet, in the largest alpine valley in the United States. Alamosa is located approximately 3.5 hours from Denver, 1.5 hours from Taos, NM and 2.5 hours from Santa Fe, NM. Alamosa has a population of 9,500 with recently built elementary schools, a moderate cost of living, and affordable housing.

The university is dedicated to fostering Inclusive Excellence, the recognition that the university’s success depends on valuing, engaging, and including the rich diversity of students, staff, faculty, and administrators. Given the university’s mission and student body composition, the department is actively seeking qualified applicants who have experience, skills, and/or personal attributes that reflect perspectives that can further broaden our students’ educational experience. We will give preference to qualified applicants with experience in ethnically diverse settings, who possess varied language skills. Additional information about the university and the department may be found at [www.adams.edu/academics/](http://www.adams.edu/academics/)

**Applications:**
Completed applications must include the following:
- Letter of application, describing interest in and qualifications for the position.
- CURRENT resume/vitae.
- Names and contact information (addresses, telephone numbers, e-mail addresses) of three (3) professional references who can address your qualifications for this position.
- Unofficial transcripts from all institutions of higher education attended, official transcripts required upon hiring.

Send applications to:
Heather Heersink, Search Chair
Adams State University
Richardson Hall Room 3-303
208 Edgemont Ave.
Alamosa, CO 81101
E-mail: heather_heersink@adams.edu
Telephone: 719-587-7759
Facsimile: 719-587-7527

Adams State University performs background checks as a condition of employment for prospective employees and current employees seeking certain promotional opportunities. Offers of employment are contingent upon completion of an acceptable background check. Applicants will be asked to provide personal data and sign a release form before the background check is conducted. Applicants who fail to provide the data and consent form will not be considered for employment or promotion. Background checks include review of criminal and financial records and sex offender registry background. Credit and driving record background may apply to certain positions.

The selected candidate is subject to a post-employment background check conducted by the Colorado Department of Corrections.

Review of completed applications will begin [2/1/2016] and continue until the position is filled.
An Affirmative Action/Equal Opportunity Employer

Adams State University is particularly interested in applications from women and minorities.

In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.

Full descriptions of all positions are available from the contact person listed. Adams State University is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability, and, as covered by law, veteran status. In addition, University policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation including transgender status and gender expression, marital status, and parental status.