

Schreiner University

LEARNING BY HEARTSM

Invites Applications and Nominations for the Position of

Controller

Schreiner University, a four-year liberal arts college affiliated by choice and covenant with the Presbyterian Church (USA), announces a nationwide search for candidates for the position of Controller.



KERRVILLE, TEXAS

Executive Search for Controller



The Opportunity

Schreiner University seeks an experienced financial leader for the position of Controller. Under the direction of the Vice President for Administration and Finance, the Controller is a meticulous, hands-on working manager, leading a team of dedicated staff in performing financial reporting, general ledger, accounts payable, treasury management, and student accounts functions.

The Controller continually looks for ways to improve the efficiency and effectiveness of the Accounting Services staff by implementing best practices and positive change. This administrator is a strategic partner in the production of standard and ad-hoc financial

reports and presentations to provide management timely information on financial data.

Essential Functions

The Controller will:

- Develop, implement and maintain accounting policies and procedures in compliance with Generally Accepted Accounting Principles (GAAP) and applicable tax regulations, and ensure accurate accounting of all financial transactions
- Take the initiative to propose and implement modifications to existing accounting policies and procedures where there is an opportunity for efficiency or improved decision support; ensure that current practices meet the evolving needs of the University
- Consult with and advise the Vice President for Administration and Finance on matters requiring attention
- Respond to a wide variety of special projects and reporting requests with complete, accurate, and timely work
- Relate to internal and external stakeholders at all levels
- Articulate complex accounting and finance information through effective written and oral communications that can be understood by varying audiences and help develop effective tools for management reporting of financial information
- Mentor individuals within the

MISSION STATEMENT

Schreiner University, a liberal arts institution affiliated by choice and covenant with the Presbyterian Church (USA), is committed to educating students holistically. Primarily undergraduate, the university offers a personalized, integrated education that prepares its students for meaningful work and purposeful lives in a changing global society.

Executive Search for Controller.



organization and assist direct reports in a hands-on manner with the accounting for complex transactions

- Foster a standard of superior service to all customers, working collaboratively with other campus departments, to ensure a cooperative and mutually beneficial relationship
- Maintain professional standards and affiliations within the department to keep current in trends, regulations, and changes in the accounting field
- Lead the Accounting Services team, with the support of the Assistant Controller, in:
 - Coordinating the flow of financial data through automated systems or other means, culminating in an accurate general ledger and monthly/annual financial statements prepared on a timely basis in accordance with GAAP.
 - Ensuring timely processing of payables, accurate and timely reporting, and maintenance of vendor relations.
 - Ensuring the investment and cash management practices are appropriate for maximized earnings and limited exposure to principal loss, coordinating and overseeing banking relationships, managing and monitoring short and long term investments, and monitoring daily university cash flow.

- Assessing charges and credits, student billing and collections efforts, recording and depositing cash receipts, and other core functions.
- Implementing and maintaining various university financial systems improvements
- Serve as primary liaison to the external audit team, responding to information requests, and ensuring timely and accurate completion of all audit schedules
- Develop and monitor robust internal controls for fraud, errors, and omissions within cash accounts, accounts payable, and investments
- On a routine basis, monitor and ensure the university's compliance with all debt covenants

Qualifications

Minimum requirements for candidacy are a bachelor's degree in accounting and a current CPA licensure or at least five years of progressive responsibilities in an accounting organization, with a minimum of three years of experience within an institution of higher education.

Ideal candidates also will have an MBA, CMA, or similar advanced degree or certification. Additional experience in higher education, preferably in a private, not-for-profit university, is desired

The successful candidate will have:

- A demonstrated ability to provide leadership in the University's accounting and related functions
- A comprehensive understanding of higher education
- Strong communication skills

The University

Primarily undergraduate, Schreiner University offers a personalized, integrated education that prepares its more than 1,230 students for meaningful work and purposeful lives in a changing global society. Student success is the institution's first priority.

Founded in 1923, the once all-male institution has been coeducational since 1932. Schreiner is dedicated primarily to educating undergraduate students in the liberal arts, sciences, and professional disciplines, preparing them for entry into specific careers and



Executive Search for Controller



graduate or professional programs.

Schreiner University awards undergraduate and graduate degrees: Master of Education, Master of Education plus Teacher Certification, Master of Education plus Principal Certification, Master of Business Administration in Ethical Leadership, Bachelor of Arts, Bachelor of Business Administration, Bachelor of General Studies, Bachelor of Science, Bachelor of Science in Nursing, and Associate of Arts.

Students can choose from 27 majors, nine pre-professional programs and five graduate programs. With a 13:1 student/faculty ratio, faculty members get to know their students and are mentors as well as educators.

The 209-acre campus is an easy walk from the center of town. A blend of colonial Georgian and modern architecture, the physical facilities include five residence halls, two apartment complexes, a library, student activity center, welcome center, an auditorium, an athletic complex, an administration building, and four classroom buildings.

Athletics at Schreiner is an integral part of its whole person development program. A member of the Southern Collegiate Athletic Conference (SCAC), the Mountaineers compete in Division III of the National Collegiate Athletic

Association. The University fields intercollegiate teams for men in baseball, basketball, cross-country, golf, soccer, and tennis, and for women in basketball, cross-country, golf, soccer, softball, tennis, and volleyball. The Men's Golf

Team were the NCAA Division III National Champions in 2014.

Kerrville, Texas

Schreiner University is located in Kerrville, Texas, a resort community of about 22,700 in central Texas. The pleasant climate and scenic landscapes offer a high quality of life. Artists, sports enthusiasts, and retirees have long considered the community as a haven.

Kerrville and Kerr County offer excellent schools and state-of-the-art medical care. The Peterson Regional Medical Center has outstanding facilities for treating and caring for patients.

Major cities are only short drives away. Kerrville is an hour from San Antonio and 90 minutes from Austin.

Applications & Nominations

Applications must include

1. Letter of interest
2. Current resume
3. Five professional references with full contact information
4. Your answers to the required questions at:

www.myersmcrac.com/skins/userfiles/file/MMQuestions.pdf

Submit applications to: **Schreiner@myersmcrac.com**

Nominations should include contact information for the individual being nominated. Submit nominations to: **Schreiner-nominate@myersmcrac.com**

Confidential review of materials continues until the appointment is made. For best consideration, submit application by **November 4, 2016**.

Kenny Daugherty, Executive Vice President of **Myers McRae Executive Search and Consulting**, is assisting Schreiner University with this search.



515 Mulberry Street, Suite 200
Macon, Georgia 31201
www.myersmcrac.com

Schreiner University is an equal opportunity, affirmative action employer and is strongly and actively committed to diversity within its community.