



UNIVERSITY OF WEST GEORGIA

Inviting Applications and Nominations

Assistant Vice President and Chief Accounting Officer

The **UNIVERSITY OF WEST GEORGIA**, with its main campus in Carrollton and centers in Newnan and Douglasville, seeks an experienced administrative leader to serve as **ASSISTANT VICE PRESIDENT AND CHIEF ACCOUNTING OFFICER**. This is an outstanding opportunity for an experienced and accomplished financial officer with significant potential to influence, shape, and advance the mission of UWG.



[VISIT WESTGA.EDU](http://WESTGA.EDU) TO LEARN MORE.



ABOUT THE UNIVERSITY

Since 1906, the University of West Georgia (UWG) has been home to those who seek a transformative college experience. UWG is a leading residential, doctoral comprehensive university that offers a broad undergraduate and graduate curriculum based on a liberal arts foundation.

Nestled among the pines on a picturesque 645 acres is the University of West Georgia—a hidden gem approximately 40 miles west of Atlanta. Serving approximately 13,000 students, and offering more than 100 programs, UWG is committed to advancing innovative academic programs and a student-centered business model.

Perennially ranked by *U.S. News & World Report*, the *Princeton Review*, and *Colleges of Distinction* as a top national university, West Georgia offers 86 fields of study, including business, computing, nursing, education, STEM, communication and digital media, social sciences, and the fine and performing arts. UWG generates a regional economic impact of more than \$650 million annually and provides a safe, quality, and affordable university experience that connects students to post-graduate career and leadership opportunities.

UWG has been recognized by the Carnegie Foundation for its institutional commitment to community engagement through teaching, research

and creative activities, and public service. West Georgia is one of only 119 U.S. colleges and universities to receive the elective classification in 2020 and is among only 359 institutions nationally.

Dedicated to creating a first-choice university for students, alumni, employees, and communities, UWG seeks a leader who will advance and support the University's mission of fulfilling the talent needs of western Georgia and the Atlanta metropolitan area, while contributing to the social, cultural, and economic development of the region and state.

Our Mission and Values

The mission of the University of West Georgia is to enable students, faculty, and staff to realize their full potential through academic engagement, supportive services, professional development, and a caring, student-centered community.

*The institutional mission and daily operation of the University of West Georgia are guided by our values that support our vision to be the best place to work, learn, and succeed: **ACHIEVEMENT, CARING, COLLABORATION, INCLUSIVENESS, INNOVATION, INTEGRITY, SUSTAINABILITY, and WISDOM.***



THE OPPORTUNITY

The Assistant Vice President and Chief Accounting Officer (CAO) is responsible for providing guidance and direction for accounting and financial matters of the University, including financial reporting, general accounting, accounts payable, public/private venture reporting, capital asset management, payroll, travel services, and other significant areas that may be added.

This administrator reports directly to the Vice President for Business and Finance (Chief Business Officer) and works closely in formulating and administering policy and procedures pertaining to all fiscal matters of the University, as well as supporting the programs and mission of the University.

The Assistant Vice President assists in achieving and maintaining financial stability, advances the mission and academic priorities, and enables the University to conduct itself as a prudent steward of the resources entrusted to it for the benefit of the student body, faculty, staff, alumni, and community. The CAO is responsible for ensuring that financial reporting is accurate, timely, and compliant with all accounting standards, and serves as the primary contact for external and state auditors. This key leadership position also serves as a developmental role for those seeking to become a Chief Business Officer in the future. A relocation allowance is provided.

RESPONSIBILITIES

- Develop and maintain a system of internal controls to ensure the integrity of the financial data and systems used to create management and financial reports.
- Report on private/public ventures including production of pro-forma financial statements in connection with financing or re-financing.
- Manage the University's operating cash and short-term investments, working closely with the Vice President for Business and Finance to develop and enhance banking relationships.
- Interface with state and internal auditors.
- Produce the Annual Financial Report and other reports and surveys.
- Ensure compliance with standard and best practices issued by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Accountants (AICPA), the National Association of College and University Business Officers (NACUBO), the Internal Revenue Service (IRS), Department of Education (DOE), and other cognizant agencies.
- Coordinate with Student Accounts on key internal controls over daily cash receipting, student accounts, collections, and all receivables for the University, as well as working with other departments, such as the Registrar and Financial Aid, on common issues regarding policy or procedure.
- Provide overall leadership, supervision, and coaching to areas of responsibility, including the evaluation of performance in relation to strategic goals, and promote accountability and proper stewardship of all university funds.
- Develop and maintain excellent working relationships with all departments through understanding of their purpose and objective.
- Is responsible for all aspects of revenue/expense recognition and sources, and the use of application of various funding sources of specific program areas or areas in the administrative functions of the University, and assist in the formulation, development, and implementation of university policies and procedures.

- Provide departments with guidance about financial matters to ensure needs are met in a timely and customer-focused manner.
- Meet all institutional, Board of Regents, state, and federal reporting requirements within areas of responsibility.
- Fulfill all other leadership responsibilities as assigned by Vice President for Business and Finance.

QUALIFICATIONS

Required Qualifications

- Bachelor's degree from an accredited college or university
- At least 10 years of progressively responsible management experience in accounting or financial service in a highly regulated environment, public sector, or college or university administration
- Strong leadership skills

- Demonstrated ability to work in and lead teams
- Ability to speak and write effectively and make presentations

Preferred Qualifications

- A master's degree from an accredited college or university in accounting or related field
- A Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA), or Chartered Global Management Accountant (CGMA) with 10 or more years in leading engaged, diverse, and high-performing teams in higher education
- Thorough understanding of GAAP and relevant FASB/GASB pronouncements
- Knowledge and understanding of university operations and governance



Brendan B. Kelly, Ph.D. University of West Georgia President

Since becoming UWG's eighth president in March 2020, Dr. Brendan Kelly has overseen the development and implementation of the *Becoming UWG Strategic Plan for 2021–2026*, which draws upon the University's 117-year history and the input and feedback of more than 1,300 students, faculty, staff, alumni, supporters, community members, and other stakeholders to establish a path toward long-term growth and excellence.

With the plan comes a re-envisioned commitment for university stakeholders—to dedicate themselves to curate a first-choice university—following the three strategic priorities of relevance, competitiveness, and placemaking.

Prior to joining UWG, Dr. Kelly served as chancellor of the University of South Carolina Upstate, the largest regional comprehensive university in the USC system. During his tenure as Chancellor, USC Upstate attained the highest levels of enrollment in the history of the institution, launched a new strategic plan, and substantially increased fundraising for the institution's endowment and annual fund.

Dr. Kelly is a practiced academic leader, previously serving in leadership roles—including Vice President of University Advancement—at the University of West Florida. Dr. Kelly began his academic career in 2000 at Eastern Michigan University, where he was Assistant Director of Forensics and a lecturer in the Department of Communication and Theatre Arts.

Holding both a Bachelor of Science in public relations and a master's in communication from Eastern Michigan University, Dr. Kelly earned his doctorate in rhetoric and political communication from Wayne State University.

Equal Employment Opportunity: It is the policy of the University of West Georgia to follow federal law regarding affirmative action and equal opportunity. The University of West Georgia's affirmative action program and related policies are developed in compliance with Executive Orders 11246 and 11375, as amended; Title VII of the Civil Rights Act of 1964; the Rehabilitation Act of 1973 (Sections 503 & 504) and the Americans with Disabilities Act of 1990 (Title II) and their implementing regulations; the Age Discrimination in Employment Act of 1967; and the Vietnam Era Veterans Readjustment Assistance Act of 1974, as it amends 38 U.S.C. 4212.



Living in Carrollton, “The City of Dreams,” offers the advantages of city life with a small-town vibe. This progressive community with Southern flair offers plenty of shopping, restaurants, nightlife opportunities, and cultural events. Named a City of Excellence in Georgia and listed as one of the 50 Best Small Southern Towns, Carrollton is the cultural, educational, health care, and commercial center for the west Georgia region.

At the heart of Carrollton is its historic downtown and Adamson Square lined with shops, galleries, and restaurants. Each season offers unique local events and opportunities for year-round recreation. Outdoor activities abound through award-winning spaces, including an 18-mile paved walking and biking Greenbelt trail that encircles the city and passes through the UWG campus.

The city embraces the University’s students, faculty, and staff, and welcomes the diversity UWG brings to the community.

Invested in education with highly rated city and county K-12 systems, both city and county public school graduation rates are 90% and above and rank among the top in the nation by *U.S. News & World Report*.

APPLICATION & NOMINATION PROCESS

Confidential inquiries are welcomed, and nominations are invited.



(478) 330-6222 MyersMcRae.com

Applications

- 1) Application packet must include:
 - a) A letter of application that addresses the responsibilities and qualifications of the position
 - b) Current résumé
 - c) At least four references with full contact information including e-mails (References will not be contacted without consent from applicant.) Additional information will be requested upon receipt of application.
- 2) Submit application packet (preferably as PDFs) to **UWG-CAO@myersmcræ.com**. **Applications will be accepted until the position is filled.**

Nominations

Submit nominations to **UWG-CAO-nominate@myersmcræ.com** with complete contact and e-mail information for the individual being nominated.

Consultant

Kenny Daugherty, President of **Myers McRae Executive Search and Consulting**, is assisting the University of West Georgia with this search. For a conversation regarding this search, contact him at **KennyDaugherty@myersmcræ.com**.

Conditions of Employment: Offers of employment are contingent upon completion of a background investigation including a criminal background check demonstrating your eligibility for employment with the University of West Georgia, as determined by the University of West Georgia in its sole discretion, confirmation of the credentials and employment history reflected in your application materials and, if applicable, a satisfactory credit check. Applicants may be subject to a pre-employment drug test. Offers are made expressly subject to the applicable federal and state laws, to the statutes, rules, and regulations of this institution and to the Bylaws and Policies of the Board of Regents of the University System of Georgia, which are available for your inspection upon request.