



CSU STRATA is a private, not-for-profit corporation, legally separate from Colorado State University (CSU), located in Fort Collins, CO. Founded in 1941, CSU STRATA supports and serves the Colorado State University System (CSU System) through intellectual property management & technology transfer services, strategic real estate management, development services, special project oversight, and operational management. The CSU System consists of Colorado State University Fort Collins (CSU), CSU Pueblo, CSU Global, CSU Todos Santos Center and the CSU Spur campus at the National Western Center.

Set against the foothills of the Rocky Mountains, Fort Collins, the Choice City, is a vibrant and growing city overflowing with opportunity. Families, outdoor enthusiasts, and high-tech entrepreneurs feel at home in Fort Collins, the largest city in northern Colorado. With CSU midtown, innovation, and enthusiasm course throughout the city. When you are here, you feel connected – Fort Collins has a friendly, welcoming culture with many groups, spaces and activities designed to bring people together. Top Industries are education, manufacturing, high-tech and healthcare.

CONTROLLER

CSU STRATA is seeking a Controller as a management staff member. The Controller is the supervisor of the accounting unit responsible for financial records, reporting, processes, and systems. The position performs a variety of accounting/financial analysis, is responsible for preparing accurate financial information for internal and external financial reporting, compliance, auditing, and tax. The position is responsible for the budget process and monitoring variances. The position reviews and approves the work of other accountants and accounting associates to resolve discrepancies and ensure accurate collecting, organizing, classifying, recording, monitoring, and reconciling of data and accounts. Responsibilities extend to monthly, quarterly, and annual reporting, and essential duties at calendar and fiscal year-end to ensure all entries are posted timely and accrued appropriately. This position is responsible for assisting with policy development, interpreting policies, staff training, and providing overall guidance. The position is a critical part of reviewing policy, procedure, and systems to recommend ways to strengthen accounting controls.

QUALIFICATIONS Knowledge/Skills/Abilities:

Education

Required: Bachelor's Degree or higher in accounting or finance

Preferred: Master's Degree and CPA or CMA

Experience

Required:

- >5 years professional accounting or finance,
- >5 years working with accounting software,
- >5 years in all facets of accounting including financial statements preparation and analysis, accounts receivable, accounts payable, payroll, general ledger, and budgeting,
- 3 years of non-profit or university accounting,

- 3 years of complex accounting and finance reconciliations,
- Experience in bank reconciliations, debt, fixed assets, and gifts.

Preferred:

- 3 years as team lead for two or more staff,
- 3 years of property management/real estate accounting,
- 3 years working with an ERP Systems,
- Experience with NetSuite, ADP, Salesforce, and Concur,
- Advanced experience with Microsoft Office Suite,
- Proven experience in extracting and analyzing data from financial databases.

Demonstrated Knowledge/Skills/Abilities

Required:

- Knowledge of general accounting principles and best practices (GAAP),
- Preparing and maintaining records, preparing reports, communicating complex and detailed reports and information,
- Strong problem-solving skills and the ability to identify problems timely and bring about accurate solutions,
- Strong computer skills and proficient in Microsoft Office,
- Excellent written communication skills as demonstrated through application materials and experience,
- A proven team player and individual contributor.

Preferred: Knowledge of risk management, loss control, and insurance underwriting principles and practices.

KEY JOB RESPONSIBILITIES

Leadership: Provides leadership for accounting unit as the supervisor of the team. Ensures day-to-day accounting tasks are carried out in an efficient and effective manner. Confirms accounting information is accurately reflected in the system by converting, analyzing, reconciling, and correcting information. Serves as a resource to guide others complex processes and procedures. Maintains close working relationship with managers and staff. Evaluates internal controls and ensures organization-wide adherence. Interprets policies and procedures, state statutes, and federal regulations, assists with accounting questions and makes recommendations.

Monitor/Approve: Using discretion and judgement, reviews and approves financial transactions including monthly balancing, financial statements, budgets, accounts payable, accounts receivable, payroll and other income/expense reports. Reviews and ensures accurate account coding and assists with complex issues. Reviews payroll and aides in reconciling payroll at year-end to ensure accurate W2 reporting. Reviews cash receipts, approves deposits, resolves discrepancies, and advises CFO of accounting or financial problems, recommending corrective action.

Financial Reports: Prepares monthly, quarterly, and annual financial statements for internal and external use by collecting, analyzing, reconciling, and consolidating accounting transactions to close out the accounting period. Gathers information for annual tax returns. Assists tax preparers by completing provided schedules. Completes governmental reports, as well as special accounting projects. Provides leadership team, unit leaders, and team members with information, backup, and guidance to assist with reporting and special projects.

Budgeting: Takes lead on preparation of annual budgets. Assists units with budget forecasts related to revenue and expenses. Inputs budget into accounting system. Monitors budgets and advises when expenses/revenues are not aligned with projections. Provides recommendations to control expenses and increase revenue.

Systems: Provides leadership on designing and modifying the accounting system to meet goals. Serves as a system administrator monitoring settings, efficiency, and assists others.

General Ledger Accounting: Analyzes accounting situations and initiates accurate and complex journal entries. Reconciles and reviews G/L accounts for accuracy and completeness before presenting financial statements.

Accounts Receivable/Accounts Payable: Supervises work of accountant and accounting associate, assists with complex issues. Provides oversight of invoices, preparation of bank deposits, enters cash receipts into customer records, and records bank deposits in accounting system.

Audit: Prepares audit schedules as well as assist with preparation/coordination of annual audit process, including Form 990. Assist external auditors before, during, and after fieldwork.

General: Provides backup to accounting team. Cross trains on accounting functions. Duties are redistributed as needed to ensure internal controls during absences.

General Administrative: Ensures work papers, reports and processes are thoroughly documented and proper files are maintained in accordance with record retention policies. Annually updates manuals and work process documentation. Trains and transitions duties and responsibilities for appropriate cross-training.

Salary Range: \$130,000-\$150,000 annualized, depending on qualifications

Job Type: Full-Time/Nonexempt

Reports To: Chief Financial Officer

Location: 2537 Research Blvd, Suite 200 Fort Collins, CO 80526

Remote Work: up to 20%

BENEFITS for full time eligible employees:

- 401(a) & 403(b) retirement plans
- Health, Dental and Vision insurance
- Health savings account
- Paid time off
- Standard mileage reimbursement

To apply: go to <https://csustrata.org/careers/>

For full consideration submit application materials by 1/24/2024. Job is open until filled.

CSU STRATA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Note: This position is an at-will position in accordance with the laws of the state of Colorado and the United states federal government. This job description is not a complete statement of all duties and responsibilities comprising this position.