Position Description

Director of Business Services/Controller

Headquartered in Madison, Wisconsin, UW-Extension provides leadership and coordination for the statewide Extension programs, with and through the 26 UW campuses and 72 county Extension offices. Funding for UW-Extension is provided by state, federal, and county appropriations, participant fees, and private contributions. With 1,700 employees and an operating budget of $232 million, UW-Extension is one of the leading university extension programs in the country.

Position Summary

The Director of Business Services/Controller functions as the Chief Accounting Executive responsible for organizing and directing the work of the accounting personnel in collecting, summarizing, processing, and interpreting financial data used UW-Extension management, internal and external users, and UW System. The Director of Business Services/Controller directs and has overall supervisory responsibility for general accounting, budgetary controls, accounts payable, accounts receivable, cashier, purchasing, travel program, capital asset and surplus property operations. Reporting to the Associate Vice Chancellor for Administrative and Financial Services, this position directs and has responsibility for the University of Wisconsin-Extension’s accounting practices, for maintenance of fiscal records, and for preparation of institutional financial reports. Additional administrative responsibilities include serving as the Fiscal Agent of the Wisconsin Humanities Council. This position works in close collaboration with UW-Extension’s Office of Extramural Support.

Responsibilities

• Supervise Business Services staff and functions including General Ledger Accounting, Accounts Payable, Accounts Receivable, Cashier and Purchasing services.

• Direct accounting activities and functions in compliance with Generally Accepted Accounting Principles and other University of Wisconsin System and State of Wisconsin laws, rules, and regulations.

• Ensure institutional compliance with all applicable laws, rules, and regulations. Ensure institutional compliance with Payment Card Industry (PCI) Standards.

• Develop and implement institutional financial policies and procedures.
• Work in close collaboration with the UW-Extension Office of Extramural Support.

• Maintain fiscal records in accordance with State and UW System requirements including record retention requirements.

• Manage monthly and year-end institutional closing operations and production of institutional financial statements.

• Ensure the adequacy of institutional cash handling and cash management activities.

• Ensure the integrity of all financial systems and databases through adequate financial controls.

• Exercise creative leadership in response to institutional financial information needs.

• Ensure adequate training and support to institutional staff on policies, procedures, and access to financial information.

• Serve as a contracting officer for UW-Extension on behalf of the UW System Board of Regents.

• Perform fiscal year-end reconciliation of all accounts in cooperation with UW System. Prepare fiscal year-end GAAP reporting information for submission to UW System.

• Develop special reports and analyses to support institutional and systemwide financial decision making.

• Represent the interests of UW-Extension in UW System meetings, work groups, and committees.

• Respond to UW System requests for information, and prepare reports as required by UW System.

• Advise administrative groups on financial accountability, reporting issues, policies, procedures and regulatory constraints.

• Serve as institutional liaison for all external financial audits.
- Serve as Fiscal Agent for the Wisconsin Humanities Council and the Wisconsin Campus Compact.

- Other duties as assigned by Associate Vice Chancellor.

**Minimum Qualifications**

- Bachelor’s Degree in Accounting or closely related field with a minimum of five years of experience in accounting and business services operations.

- Supervisory experience and a commitment to the goals and principles of equal opportunity and diversity.

- Effective communication and interpersonal skills with strong customer service focus.

- Knowledge of and experience with complex computer-based financial management systems.

**Desirable Qualifications**

The following qualifications are highly desired, although not necessarily required:

- CPA designation

- Masters degree in Accounting or closely related field.

- Experience in governmental and/or public university accounting and business services operations

- Experience in the University of Wisconsin System.

- Experience with PeopleSoft Shared Financial System

- Knowledge of higher education funding sources and related policy issues.

- Grants management experience.
About UW-Extension

The University of Wisconsin System consists of 15 public institutions, including 2 doctoral universities, 11 comprehensive universities, a system of 13 freshman/sophomore colleges, and the statewide educational networks of UW-Extension.

Headquartered in Madison, Wisconsin, UW-Extension (UWEX) embodies the “Wisconsin Idea” (that the boundaries of the campus are the boundaries of the state) by ensuring the people of Wisconsin have access to the educational resources of the University of Wisconsin System. UWEX coordinates and funds statewide extension/outreach programs with the other UW institutions, 72 county Extension offices and three tribal nations, public broadcasting, and a host of public and private partners. This statewide responsibility is organized around four programming divisions/units, each of which is led by a dean or director who reports jointly to the Chancellor and Provost.

- **Broadcasting and Media Innovations** serves Wisconsin audiences, teachers and learners by creating opportunities and linkages in broadcasting, information technologies and distance education initiatives utilizing digital technology through the programming and services of Wisconsin Public Radio and Wisconsin Public Television in collaboration with the Wisconsin Educational Communications Board and through the Instructional Communications Systems unit.

- **Continuing Education, Outreach and E-Learning** works with all 26 UW campuses on programs, services and partnerships that provide the highest quality lifelong learning;

- **Cooperative Extension** works with local, state and federal partners to offer educational programs that address the learning needs of individuals, families and communities. This occurs through faculty and academic staff in every Wisconsin county, at eight 4-year UW campuses and three tribal nations;

- **Entrepreneurship and Economic Development** assists entrepreneurs, small businesses, manufacturers and communities with economic performance and sustainability;

A unique feature of UW-Extension is its public and private partnerships at the local, county, state and federal level. These include collaborative relationships with fellow UW System institutions, county governments, state and federal agencies, nonprofit organizations and private businesses. UW-Extension also serves the entire state with state-of-the-art distance learning technology and three Madison conference centers.

For more information on UW-Extension, see [http://www.uwex.edu](http://www.uwex.edu).

For additional information about other UW System institutions, see [http://www.wisconsin.edu](http://www.wisconsin.edu).
Salary and Benefits

This position is available immediately and provides a highly competitive salary, commensurate with qualifications and experience.

Excellent benefits include participation in the Wisconsin Retirement System; life, medical and hospitalization insurance; vacation and sick leave. For more detailed information on benefits, see [http://www.wisconsin.edu/hr/benefits/uben.pdf](http://www.wisconsin.edu/hr/benefits/uben.pdf)

For information on Madison, please visit the City of Madison website and the Convention and Visitors Bureau website. Area information is available at the Dane County website. You may also wish to visit the State of Wisconsin web portal.

Application Procedure

The position is open until filled. However, in order to ensure full consideration applications must be received by October 2, 2012. A complete application will include the following:

1. A letter of interest detailing how your qualifications and experience relate to the responsibilities and qualifications for this position.
2. Your curriculum vitae or current resume.
3. The names, addresses and telephone numbers of at least three references who can attest to your professional capabilities. Please describe your relationship with each reference.
4. A completed “Applicant Survey Form” (for reporting purposes only). The form is available at [http://www.uwex.edu/jobs/documents/survey.pdf](http://www.uwex.edu/jobs/documents/survey.pdf)

In accordance with Wisconsin’s public records law we are required to provide, upon request, a list of all nominees and applicants who have not requested in writing that their identities remain confidential. The names and titles of all finalists for the position must be disclosed upon request. The form to request confidentiality is available at [http://www1.uwex.edu/jobs/documents/notice.pdf](http://www1.uwex.edu/jobs/documents/notice.pdf)

Electronic submission is strongly encouraged (PDF preferred).

Send materials to angela.schultz@uwex.edu

Or mail to: Director of Business Services Search Committee
432 North Lake Street, Room 201
Madison, Wisconsin 53706
Inquiries, requests for information and nominations may be directed to:

Angela Schultz  
UW-Extension Human Resources  
608-262-9475  
angela.schultz@uwex.edu

A criminal records review will be conducted for final candidates. In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record. Convictions and pending charges will be considered only if they are substantially related to the circumstances of this position.

The University of Wisconsin-Extension is an Equal Opportunity/Affirmative Action employer and actively seeks and encourages applications from women, minorities and persons with disabilities. It is our policy to provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment.

Employment is contingent on establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control act of 1986.