



POSITION ANNOUNCEMENT

**Assistant Vice President and Controller
Administration
Position #10-003
Rank 0**

POSITION DESCRIPTION

Reporting to the Vice President of Finance and Administration, the Assistant Vice President/Controller is responsible for all activities of the Controller's Office, Budget Office, and the Office of Sponsored Research. Ensures compliance with Board of Regents policies, UCCSN policies and procedures, state and federal fiscal management laws and regulations.

Assistant Vice Presidential Responsibilities

- Provides internal leadership, coordination, and communication between the Controller's Office and DRI's Divisions' and Centers' business offices on institutional fiscal matters
- Provides external leadership in relations with the Chancellor's Office, and other institutions within the UCCSN as required
- Establishes and implements short-and long-range financial planning goals, objectives, policies, and operating procedures; monitors and evaluates operational effectiveness, effects change required for improvement
- Supervises, trains, and evaluates staff of the Controller's Office, Budget Office, the Office of Sponsored Research, and the Travel Office
- Oversees and/or prepares all required financial statements and reports for internal and external use as well as for audit purposes
- Assists with reporting and document development related to research and administrative program activities
- Serves as treasurer for DRI Research Foundation, Research Parks, and Corporation
- Other duties as requested by the President and Vice President of Finance and Administration

Controller Responsibilities

- Ensures sound fiscal management of all DRI activities by establishing and enforcing policies and procedures for recording all accounting entries, establishing and enforcing internal control systems
- Prepares financial statements in accordance with GASB for DRI and DRI's Research Foundation, Dandini Research Parks, and DRI Corporation
- Ensures compliance with policies, rules, regulations, and laws (Board of Regents, State of Nevada, and Federal including the Internal Revenue Service) related to fiscal management and research; develops or revises financial-related policies and procedures
- Oversees the management of fixed assets and cash
- Coordinates and/ or directly performs internal audits and reports results; implements corrections and improvements as required
- Manages, directs, and oversees indirect cost rate determination and negotiations and cost accounting standards disclosure statement
- Other duties as requested

****SPECIAL NOTE****

- Finalist will be required to submit to a fingerprint background check

REQUIRED EDUCATION / EXPERIENCE

- Bachelor's degree
- At least five years of full-time relevant experience in the areas of financial accounting, reporting, and administration
- At least four years of experience in responsible leadership/supervisory positions
- Experience in the use of a variety of computer applications and accounting systems to quantify and illustrate complex financial reports, comparisons, and projections
- Experience with formulating policy, procedures, regulations compliance, and working with auditors
- Experience with implementing short-and long-range financial planning goals, objectives, policies, and operating procedures
- Demonstrated operational effectiveness with improvements in streamlining business management and accounting processes and procedures
- Experience in with the development of complex financial reports and preparing audited financial statements in accordance with GASB
- Demonstrated leadership, organizational, analytical, interpersonal communication, and community relations skills
- Ability to use independent judgment and to impart information to a range of internal/external customers
- General knowledge of grants and contracts administration

NOTE: The individual who is offered and accepts this position must provide (within 30 working days of his/her start date of the position), a copy of the transcript(s) of the highest degree she/he acquired as awarded by an accredited institution as recognized by the United States Department of Education and/or the Council on Higher Education Accreditation (CHEA).

PREFERRED EDUCATION / EXPERIENCE

- Master's degree
- Experience in higher education or a research organization
- Certified Public Accountant
- Experience with indirect cost proposals and recharge centers

SALARY / BENEFITS

Minimum starting salary is \$90,000 and commensurate with experience and education. DRI provides an exceptional benefits package (see benefits summary at www.dri.edu/Admin/HR/benefits.htm).

APPLICATION/REVIEW PROCESS

To ensure full consideration, applicants must submit a cover letter detailing how they meet the education and experience requirements for the position, a current resume, and contact information for five professional references. *Applications not meeting these requirements will not be considered.*

For full consideration, applications should be received by May 31, 2005 and review of applications will begin immediately. Send materials to: Human Resources, DRI, 2215 Raggio Parkway, Reno, NV 89512; email MSWord-compatible attachments to recruit@dri.edu; or fax application materials to (775) 673-7339. Refer to position #10-003. To learn more about DRI, visit our Web site at www.dri.edu or call (775) 673-7332.

DRI is an AA/EEO employer that only employs U.S. citizens and aliens lawfully authorized to work in the U.S. Women and under-represented groups are encouraged to apply.