

University of Central Missouri

Controller



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Controller



THE OPPORTUNITY

The [University of Central Missouri](#) (UCM) invites applications from, and nominations of, meticulous and empowering leaders for the position of Controller.

ABOUT THE UNIVERSITY OF CENTRAL MISSOURI

Founded in 1871, the University of Central Missouri is one of the oldest universities in the state. It opened its doors with only 30 students and is now home to more than 10,500 students who represent 47 states and 36 countries. With “Education for Service,” as its motto, UCM has a rich heritage of providing unparalleled student support, exceptional academic programs and valuable learning opportunities, helping students achieve success through affordable access to a high-quality education for the past 152 years.

- All programs at the University of Central Missouri are accredited by the Higher Learning Commission, a member of the North Central Association of Colleges and Schools.

- University of Central Missouri [Strategic Plan](#)
- University of Central Missouri is a state leader in [program-specific accreditations](#).
- Rankings and Recognition: [Examples of the recognition UCM has earned](#)
- With its historic first year beginning in a single rented building, UCM now has three locations, offering students convenient delivery options and the opportunity to learn on *their* schedule. The University has been continuously accredited since 1914 by the Higher Learning Commission (HLC) and is one of the oldest continuously accredited higher educational systems in America.
 - [Warrensburg](#)
UCM's award-winning, 1,561-acre main campus is located in Warrensburg, 60 miles southeast of Kansas City. Here, students enjoy an exceptional educational and personal experience. They can learn how to secure cyberspace from attackers in a cutting-edge cybersecurity lab, keep their health on track at the Student Recreation and Wellness Center, enjoy a movie at the UCM Cinema or score a strike at the Union Bowling Center.
 - [Lee's Summit](#)
UCM - Lee's Summit, located in the Kansas City metro area at the state-of-the-art Missouri Innovation Campus, allows students to gain hands-on training in an advanced nursing suite and simulation lab, learn about high-tech engineering, biomedical and computer science, and perfect their skills in a workforce intensive environment.
 - [Online](#)
UCM Online allows students can take classes anytime and anywhere. With hundreds of courses and many programs to choose from, students learn from the same expert faculty members who teach on campus.





UNIVERSITY MISSION, VISION AND VALUES

Who We Are

The University of Central Missouri believes its responsibility is to enrich each student's perspective through a cumulative experience that starts with academic rigor and integrates applied learning and servant-leadership opportunities. Their model of continuous learning allows each student to find and fulfill his or her own sense of purpose. By engaging students with multiple sources of learning and creating a dynamic environment that encourages individuals to find their passions and reach beyond themselves, UCM prepares students by giving them knowledge and experiences that broaden and deepen their education so they may flourish in a world of accelerated change.

University Mission

The University of Central Missouri (UCM) disseminates knowledge that transforms students into leaders who possess the aptitudes, skills and confidence to succeed.

Statewide Mission

The University of Central Missouri is a public, master's level, comprehensive regional university and is designated as the state's baccalaureate and master's degree-granting institution in professional applied science and technology.

Vision

Every student achieves that to which they aspire and leaves exceptionally equipped, enriched and connected to UCM.

Values

Community: The University of Central Missouri is committed to developing a caring community that consciously works to foster an atmosphere where responsibility, collaboration, communication and respect thrive. UCM embeds and cultivates a culture of exemplary citizenship, a commitment to civic responsibility, a sense of global awareness and an appreciation for human diversity at all levels in all its manifestations.

Diversity: The University of Central Missouri strives to create an atmosphere where all individuals feel welcomed and valued, and where the expression of different ideas from myriad perspectives contributes to learning that is multi-faceted and transformative. UCM encourages inclusion and respect of individuals with differing values, ideas, beliefs, abilities, life experiences and backgrounds. UCM advocates for principles and actions that support equity and inclusivity and understands that building unity within our various populations is a critical and foundational component of who we are.

Excellence: Striving for excellence is the creative catalyst of what we do at the university, both collectively and as individuals. This aspirational mindset drives the university's evaluation of our own efforts thereby creating an institutional engine of continuous improvement. UCM recognizes this process encourages the development of curriculum and delivery methods that are both innovative and inspirational. This philosophy is integral to sustaining a culture of excellence in academics, scholarly activity and service.

Learning: The University of Central Missouri is student focused. The university is dedicated to providing an educational experience rooted in a tradition of academic rigor while engaging our students in learning opportunities that are both dynamic and transformative. UCM is committed to educating students who are citizens of Missouri, the nation and the world through future-focused academics delivered by qualified, devoted faculty. The university educates the student as a whole person with an emphasis on continuous learning, preparing them to become lifelong learners and leaders, able to adapt and thrive in an ever-changing society.

Opportunity: The University of Central Missouri believes in creating and offering experiences inside and outside the classroom to develop leadership characteristics, skill sets and knowledge that lead to career advancement and quality of life improvements. The university strives to provide a high-quality, affordable education that enables students to access opportunity and enhance their economic mobility. UCM encourages and supports students in making decisions today that place tomorrow's opportunities within reach.

Service: With the motto, "Education for Service," the University of Central Missouri embraces opportunities for the UCM community to develop and exhibit characteristics of responsibility and civic engagement. The university is committed to engaging with our broader community as servant leaders. While UCM incorporates opportunities for students to engage in service through classroom and extracurricular experiences, the university works toward the betterment of our world.



UNIVERSITY OF CENTRAL MISSOURI LEADERSHIP



Roger Best, PhD
President

Dr. Best joined UCM in August 1995 as an assistant professor of finance and became a professor in 2005. He was named chair of the Department of Economics and Finance in 2003, associate dean of the Harmon College of Business Administration in 2008 and dean of the college in 2010. His strong business acumen contributed to Dr. Best becoming interim senior vice president for Finance and Administration in August 2017, and concurrent with a university administrative reorganization, he was appointed executive vice president and chief operating officer in January 2018.

Early in his tenure as president, Dr. Best established priorities that include: ensuring a focus and highlight on academic quality; building a sustainable financial model, which includes automation and streamlining practices; expanding the spectrum of educational opportunities available to students, including seeking out markets beyond undergraduate and graduate degrees; strengthening alumni engagement and developing a strong fundraising arm through the UCM Alumni Foundation. He has also challenged faculty and staff to continue a long legacy of being service minded toward students and to become problem solvers.

Dr. Best's tenure at UCM includes a strong record of participation in department, college and university committees that have given him a broad, well-rounded knowledge of the campus community. He has served on the Faculty Senate, Academic Program Review Committee, University Research Committee, University Scholarship Committee, Professional Enhancement Committee and several other committees and work groups. His teaching assignments included more than 100 sections of a dozen unique courses at the undergraduate and graduate levels covering concepts in corporate finance, international finance, investments and personal finance. His professional contributions include publication of numerous scholarly research-based articles in peer-reviewed journals and more than 40 presentations at professional conferences.

Dr. Best began his higher education at Georgia College in Milledgeville, where he earned a Bachelor of Business Administration with a major in management. Advanced study led to a Ph.D. in finance from Florida State University in Tallahassee.

Active members of the community, Dr. Best and his wife, Robin Best, reside in Warrensburg, Mo., and have two daughters, Amy Burk and Lindsey Keirse, and six grandchildren. Previously, Dr. Best served as treasurer and board member of Habitat for Humanity of Johnson County, and he currently serves as a member of Johnson County Economic Development Corporation's Board of Directors, Whiteman Area Leadership Council, Missouri Campus Compact Presidential Advisory Board and KCPT Board of Directors.

ABOUT THE AREA

WARRENSBURG, MO

Conveniently located in the heart of the nation, Warrensburg, with a population of over 20,000 and growing, is located 60 miles east of the Kansas City metropolitan area, 20 minutes south of Interstate 70 and directly off US Highway 50, a route that runs coast to coast, with Missouri Highway 13 running through the middle.

Warrensburg's history dates back to 1833 when Martin Warren arrived from Kentucky and settled along the Osage Indian Trail. Warren, a blacksmith, found his cabin and blacksmith shop to be the local's gathering spot. In 1836, Warren's shop was named the county seat of the newly created County of Johnson. To recognize Warren, the township was named Warren's Burg. Later in 1855, the township was incorporated as the City of Warrensburg. When the railroad arrived in 1864, a new commercial district five blocks southeast of the original town sprouted along the tracks.

Meaningful information about the region:

City of Warrensburg, Missouri

Warrensburg Convention & Visitors Bureau

City of Kansas City, Missouri

Kansas City Convention & Visitors Association

www.Warrensburg-mo.com

www.visitwarrensburg.com

www.kcmo.gov

www.visitkc.com



POSITION SUMMARY

The Controller is the leader of the Accounting Services Department and is responsible for ensuring the integrity of financial transactions for the university.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversee the accounting functions of the University, to include:

- Accounting Services
 - Annual External Audit and Financial Reporting
 - Cash Reconciliations
 - Fixed Asset Accounting
 - Debt Service Accounting
 - General Ledger
 - Grant Accounting
 - Investment Accounting
 - NCAA Reporting
 - State of MO Financial Reporting (CAFR)
 - Banner Approvals and Security
 - Campus Cash Depository
 - IPEDS Reporting
- Accounts Payable
 - Manage vendor master file maintenance
 - ACH transactions
 - Procurement/Travel cards
 - 1099's and TIN matching
- Student Accounts
 - Student Accounts Receivable
 - Student Billing and Collections
 - Perkins Loan Accounting
 - Student Loans
 - 1098T Reporting and Financial Aid Support
- Payroll
 - Payroll calculation and payment of semi-monthly payroll
 - Preparation of State and Federal 941 deposits
 - Filing quarterly reconciliation
 - W2 filing
 - W4 maintenance
 - Garnishment payments

POSITION REQUIREMENTS

- Bachelor's degree in Finance or Accounting
- 5 years of progressive experience overseeing a financial accounting unit.
- 5 years supervisory experience required.
- Experience implementing and maintaining an ERP system. (Banner experience a plus)
- Ability to manage multiple concurrent projects and meet deadlines.



NOMINATION & APPLICATION PROCESS



CBIZ EFL Associates, an executive search firm, is assisting **University of Central Missouri** with its search for this important leadership position. All calls and inquiries should be made through the search firm. Nominations and applications will be held in strict confidence and candidates will remain confidential until the final stage of the search; at which time the express permission of finalists will be obtained before making their candidacy public.

Application Process

- **STEP 1:** Complete a brief online application (2-3 minutes)
 - <https://www.surveymonkey.com/r/UCM-Controller>
- **STEP 2:** Send us your letter of interest and résumé or curriculum vitae:
 - Send in **PDF format** please
 - Send to ApplyHigherEd@EFLAssociates.com
 - Email subject line should read – “**UCM Controller Application**”

Confidential Inquiries

Steve Waldron, JD

VP & Managing Director, Higher Education Practice

816-945-5423 (direct)

Email: swaldron@eflassociates.com

Nominations & Application Questions:

If you would like to provide a nomination, please email all pertinent information (including an email address and phone number of the nominee) to:

Edith Ketay

Program Manager, Higher Education Practice

816-841-4001 (direct)

Email: Edith.Ketay@EFLAssociates.com

