



# FORT VALLEY STATE UNIVERSITY

EMPOWER *the* POSSIBLE.

*Inviting Applications and Nominations*

## Assistant Vice President / Controller

Named as one of the Best Historically Black Colleges and Universities for 2021 by College Consensus, Fort Valley State University seeks qualified professional candidates for the position of **ASSISTANT VICE PRESIDENT/CONTROLLER** to oversee General Accounting and Financial Reporting. The Controller is responsible for implementing and maintaining a system of internal controls that will ensure that all financial reporting is in compliance with Generally Accepted Accounting Principles (GAAP). The Controller reports directly to the Vice President for Business and Finance. Applications will be reviewed immediately.

[VISIT FVSU.EDU TO LEARN MORE.](https://www.fvsu.edu)



## OUR MISSION

Fort Valley State University, founded in 1895, is an HBCU and 1890 Land-Grant institution providing excellent academic programs that integrate quality instruction, research, extension, and student learning experiences responsive to the needs of a culturally and economically diverse student population equipped to excel in the 21st-century global community.

## ABOUT THE UNIVERSITY

Located in Central Georgia, FVSU is a comprehensive institution offering 37 undergraduate and graduate degree programs. One of the University System of Georgia's three public historically black universities, FVSU is the state's only 1890 Land Grant Institution.

FVSU combines the personal attention and family feel of a small, private college with the resources and research found at large public universities. The University's 1,365-acre main campus in Fort Valley has the second largest acreage of any Georgia university.

FVSU advances its mission and educational goals through three academic colleges: Agriculture, Family Sciences, and Technology; Arts and Sciences; and Education and Professional Studies. In fall 2020, the University enrolled 2,542 undergraduate and 285 graduate students.

Of the 92 faculty members, 74 percent hold doctorates. The close-knit campus community encourages personal and academic growth and establishing lifelong ties that extend beyond graduation.

FVSU has been recognized four consecutive years as the top public historically black college in Georgia. This #1 ranking includes *US News and World Report*, 2019 and 2020 *Best Colleges* rankings, and the *Washington Monthly*, 2019. In 2018, *Diverse Issues in Higher Education* listed FVSU as a top 10 producer of African Americans with bachelor's degrees in mathematics, engineering technology, family and consumer sciences, computer and information systems, psychology, and history in the state of Georgia.

The National Science Foundation provides more funding for science, technology, engineering, and math research at FVSU than at any other public teaching

college in Georgia, putting it in the top 10 for NSF-funded STEM research among all colleges in the state.

Fort Valley State University has produced graduates who have literally changed the world, serving as pioneers and trailblazers in civil rights, education, law and government, human rights, and public policy.

## THE OPPORTUNITY

The Assistant Vice President/Controller oversees the General Accounting and Financial Reporting functions and the financial services area including General Ledger, Accounts Payable, Asset Management, Procurement, Auxiliary Services, and Payroll. The administrator is responsible for implementing and maintaining a system of internal controls that will ensure that the University's assets are adequately safeguarded and that all financial reporting is prepared in compliance with all financial policies and GAAP.

The Controller demonstrates in-depth knowledge of fund accounting principles and applicable governmental accounting standards. This officer develops and administers accounting policies and procedures to maintain the fiscal integrity of the University.

The Controller provides leadership and assumes the responsibility for all fiscal period close processes. The administrator addresses tight deadlines and a multitude of activities including financial reporting, year-end closing, and audit activities.

Since the Controller has contact with senior-level administrators, the USG Internal Auditors, and external agencies, strong interpersonal communication skills, both written and verbal, are required.



## DUTIES & RESPONSIBILITIES

- Establish and monitor internal controls for areas of responsibility. This includes documentation of all key processes and regular review of the documentation for updates and monitoring to ensure that staff is performing the documented processes.
- Independently prepare accurate annual financial reporting, which includes, but is not limited to, Annual Financial Report (AFR), Budgetary Compliance Report (BCR), Annual Expenditure Report (AER), Public Private Venture (PPV), and additional annual, quarterly, and monthly reports.
- Coordinate with Student Financial Aid to ensure FISAP amounts agree with amounts reported in the financial statements.
- Collaborate with Institutional Research to prepare the IPEDS report and oversee preparation of the SEFA report.
- Serve as liaison between FVSU and external FVSU Foundation accountants to ensure the accuracy and timeliness of annual component financial statements.
- Maintain overall responsibility for a staff of four direct reports, including Bursar, Director of Accounting Services, Director of Procurement, and Payroll Director, and 12 indirect reports.
- Supervise audit coordination and document preparation for state, Board of Regents (BOR), and internal audits; ensure responses to auditor questions and additional requests are provided in a timely manner; coordinate and review annual State Internal Control Questionnaire; and review and approve Auditor checklist and Trial Balance books for Fiscal Year-End ensuring schedules agree with amounts reported in the financial statements.
- Conduct staff meetings; ensure proper communication among directors and staff members; participate on University committees; work with the BOR on system committees; and meet with Deans and other Executive management.
- Review capital lease documents and financial proformas related to Public Private Venture (PPV) agreements, and interface with executive management on capital projects.
- Comply with State and BOR policies and implement FVSU policies and procedures that align with State and BOR policies and procedures. ▶



**Michelle Martin, MBA, CPA**  
**Vice President for Business and Finance**

With nearly 23 years of experience in higher education, including two 1890 land-grant institutions, Michelle Martin provides fiscal leadership, strategic planning, and institutional effectiveness for operations at the University, including fixed assets, budgeting, accounting, accounts receivable and payable, auxiliary services, procurement, risk management, and facilities.

Martin has accomplished much during her career while focusing her efforts on improving the financial health of organizations as well as the efficiency and effectiveness of operations. Immediately prior to joining Fort Valley, Martin worked at the University of Maryland Eastern Shore as the Associate Vice President for Financial Services and Interim Vice President for Administration and Finance, where some of her major accomplishments included the successful renovation of the Richard A. Henson Hotel and Conference Center, the implementation of a comprehensive 2-year fiscal plan to reduce the institution's structural deficit, and the renegotiation of several revenue generating contracts. She gained additional higher education experience while working at Delaware State University and Norfolk State University where she served as Associate Vice President for Finance and Controller respectively.

Other positions held during her career include Controller for the City of Richmond, Virginia, and Assistant Controller for Landmark Communications and Financial Services Manager for Beverly Enterprises.

Martin, a certified public accountant, is a graduate of Norfolk State University with a bachelor's degree in accounting. She also holds a master's degree in business administration from Troy State University.

- Research proper accounting treatment per Governmental Accounting Standards Board (GASB) to ensure appropriate treatment and implementation of new GASB standards.
- Maintain overall responsibility for General Ledger that includes review and analysis of all ledgers (Actuals, GAAP, and Capital) to ensure accuracy in financial reporting including compliance with GAAP.
- Maintain overall responsibility for Auxiliary Services, including budgeting, financial reporting, and 5-year business plans and ensuring contract terms and conditions are met for outsourced auxiliaries.
- Maintain overall responsibility for operation of the Bursar's Office, which includes daily cash receipting, student accounts, collections, and all receivables for the University; work with other departments such as Registrar and Financial Aid on common issues regarding policy or procedure.
- Maintain overall responsibility for procurement process and policy including P-Card; review and approve policy changes and compliance with state policy; ensure timely completion of Purchase Orders and agreement to General Ledger; and interface with Executive Management on Procurement issues.
- Prepare and review monthly surplus/deficit projections and monitor lapsable funds to ensure funds are exhausted before year end.
- Maintain and update cash flow projections, optimize interest income through allowable investment, and provide updates to the Vice President for Business and Finance on timing of any projected cash shortages.
- Meet all reporting deadlines, and submit all external reporting, including those for the BOR and Department of Audits and Accounts, to the Vice President for Business and Finance for review at least one week prior to the reporting deadline.
- Review and ensure the accuracy of general ledger reconciliations that have been prepared timely and in accordance with the University System of Georgia (USG) policies.
- Assist with preparing the USG annual budget hearing documents and appendices.
- Prepare annual NCAA and EADA reporting for the University's athletic programs.



## QUALIFICATIONS & REQUIREMENTS

- Bachelor's Degree in Accounting or Finance
- Master's Degree in Accounting or business-related field
- Minimum of 10 years of progressively responsible accounting experience with at least 4 of those years having supervisory experience
- Knowledge of automated accounting and reporting system and proficiency with Microsoft Excel, word processing software, query/report writing, and data maintenance
- Excellent interpersonal, customer service, organizational, and oral and written communication skills
- Considerable knowledge of governmental accounting methods and procedures and financial practices
- Ability to work effectively in a team environment as well as independently with little supervision
- Ability to maintain confidentiality
- CPA license *preferred*
- Experience with PeopleSoft Accounting System, Banner (Accounts Receivable system), and ADP *preferred*
- Experience in higher education setting *preferred*
- Knowledge of Federal, State, and BOR policies and procedures *preferred*



## Metropolitan Central Georgia

Fort Valley State University is in the Central Georgia metropolitan area, which encompasses the state's fourth largest city, Macon-Bibb County, as well as several growing cities and progressive small towns. The area features Robins Air Force Base, one of the state's largest employers; the #11 rated public school in Georgia, the Academy of Classical Education, and the nationally recognized Houston County School System; and outstanding healthcare resources, including the second largest hospital in Georgia.

Central Georgia offers endless activity opportunities for families and individuals alike. A wide range of fine and casual dining, live music venues, festivals, water parks, golf courses, museums, historical sites, farmer's markets, touring Broadway shows, kayaking, indoor rock climbing, and more provide an appealing quality of life.

The City of Fort Valley has been honored as one of 10 Georgia "Cities of Excellence" and is considered one of the state's "best managed and most livable cities." It offers tree-lined streets and beautiful historic homes and boasts a cost of living below the state and national average.

Beyond the Metro Central Georgia area, Atlanta, one of the nation's largest cities, and Hartsfield-Jackson Atlanta International Airport are easily accessible by I-75. If looking for time at the beach or to enjoy the cool mountain air, the Georgia coastline or Blue Ridge Mountains are only a three-hour drive away.



## APPLICATION & NOMINATION PROCESS

*Confidential applications/inquiries are welcomed, and nominations are invited.*

### Applications

- 1) Application packet must include:
  - a) A letter of interest that addresses the responsibilities and qualifications of the position
  - b) Current resume *or* curriculum vitae
  - c) At least five references with full contact information including e-mails (References will not be contacted without consent from applicant.)

- 2) Submit application packet (preferably as PDFs) to:

**FVSU-Controller@myersmcræ.com**

*Additional information will be requested upon receipt of application.*

Review of applications begins immediately, and applications will be accepted until the position is filled.

### Nominations

Submit nominations to:

**FVSU-Controller-nominate@myersmcræ.com** with complete contact and e-mail information for the individual being nominated.

**Emily Parker Myers**, CEO, and **Jennifer Barfield**, Senior Vice President, of **Myers McRae Executive Search and Consulting**, are assisting Fort Valley State University with this search.



*Fort Valley State University is an affirmative action, equal opportunity institution and does not discriminate against applicants, students, or employees on the basis of race, gender, ethnicity, national origin, sexual orientation, religion, age, disability, or marital or veteran status.*