

[Skip to Main Content](#)

[NSU Home](#) | [Tahlequah](#) | [Broken Arrow](#) | [Muskogee](#)
[Directory](#) | [Campus Map](#) | [goNSU](#)



- [Home](#)
- [Search Jobs](#)
- [Create Account](#)
- [Login](#)
- [Help](#)

- HR HOME
- BENEFITS
- SERVICE EXCELLENCE VALUES
- CONTACT HR STAFF

Controller - Office of Business Affairs

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the **Apply to this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. If you have already bookmarked this position, and wish to remove it, click on the **Remove Bookmark** link. To email this position to a friend, click on the **Email to a Friend** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

[Bookmark this Job](#) | [Email this Listing to a Friend](#) | [Print Preview](#) | [Apply to this Job](#)

Please see Special Instructions for more details.

Transcripts may be scanned, saved and uploaded. An official/certified transcript is required upon employment. Please include on the application complete contact information for three references.

Posting Details

Posting Detail Information

Posting Number 2012-0000128S
Job Title Controller - Office of Business Affairs

Northeastern State University is seeking candidates for the position of Controller in the Office of Business Affairs. This is a highly responsible administrative, supervisory position, requiring both independent work and interpersonal skills. Primary responsibility is to ensure the financial integrity of the University’s fiscal databases and reports. This requires coordinating with others as needed to establish policies and procedures that assure complete, timely, accurate, and proper transactions that meet all regulatory requirements as well as providing the information needed to effectively manage the fiscal affairs of the University.

Description of Position Work is performed under the general supervision of the Director of Business Affairs and is reviewed through reports and operation efficiency. Supervision will be exercised over supervisory and clerical personnel as assigned.

Primary office location on the Tahlequah or Broken Arrow campus negotiable.

NSU actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities. Women, minorities, individuals with disabilities and veterans are encouraged to apply for any opening at NSU.

Education Requirements Bachelor's degree in Accounting and CPA (or CPA candidate, with certification required within one year of employment date) required.

Experience Minimum five years accounting experience with 2-3 years of progressive management and supervisory responsibility required; previous governmental or higher education experience preferred.

Responsibilities

- Analyze and review accounting systems for compliance with standard accounting and fund accounting principles and internal control standards and for recommending and implementing improvements to the system.
- Coordinate and establish accounting procedures and internal controls to ensure transactional integrity
- Responsible for component unit accounting and reporting
- Responsible for the preparation and integrity of financial statements, financial reports, and audits
- Supervise all accounting operations.
- Coordinate financial integration and tax reporting on both a state and federal level
- Coordinate cash management and fiscal reconciliation activities
- Assist the Director of Business Affairs and perform related work as required.

Salary Competitive

Starting Date 07/09/2012

College/Department Statement

Special Instructions to Applicants Transcripts may be scanned, saved and uploaded. An official/certified transcript is required upon employment.
Please include on the application complete contact information for three references.

Application Deadline Preference

(Application received by this date will receive full consideration.) 06/15/2012

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - o NSU Website
 - o Professional Organization Website (specify below)
 - o HigherEdJobs.com
 - o Chronicle of Higher Education
 - o Newspaper (specify below)
 - o NSU Employee (specify below)
 - o Relative (specify below)
 - o Career Fair (specify below)
 - o Walk-In
 - o Other (specify below)
2. Please specify from above:

(Open Ended Question)
3. * How many years experience in higher education do you have?
 - o 0-1
 - o 2-3
 - o more
4. * Do you possess a current Oklahoma C.P.A. credential?
 - o Yes
 - o OK CPA candidate - certification will be complete within one year
 - o OK CPA candidate with undetermined certification date
 - o Current CPA credential in another state

- No

Applicant Documents

Required Documents

1. Resume/Curriculum Vitae
2. Cover Letter

Optional Documents

1. Transcript for Highest Degree Granted
2. Licensure, Certification, or Registration

[Contact Us](#) | [Administration](#)

