



Invitation for Applications for  
**Associate Vice President  
for Finance & Controller**

**Oregon** **TECH**

**Oregon Institute of Technology**

# Associate Vice President for Finance & Controller

## THE POSITION

- Position Type: Administrative
- College/Division: Finance and Administration
- Department: Financial Operations
- Work Location: Klamath Falls (*Temporary and/or partial remote work arrangements may be considered during the transitional period.*)
- Appointment: 1.0 FTE, 12 Months, Full Time
- Annual Salary: \$120,000 - \$160,000

The Associate Vice President for Finance and Controller is the university's chief accounting officer and leads the Business Affairs Office and Budget and Planning Office of the University. This role is an integral partner to the academic and administrative units across the institution and collaborates with and provides a high level of support, analysis, and counsel to the Vice President for Finance and Administration. The AVP directs, reviews, and supervises financial accounting and reporting processes and procedures, accounts receivable, accounts payable, cashiering, capital asset accounting, cost accounting, debt management and compliance, grant accounting and state and federal reporting. The AVP collaborates and works closely with the University Shared Services Enterprise (USSE) to ensure compliance with Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board Pronouncements (FASB) and Government Accounting Standards Board (GASB) pronouncements that apply to the University. The AVP coordinates the compilation and development of the institution's Annual Financial Statements and related report, State of Oregon Comprehensive Annual Financial Report (CAFR), 990-T Unrelated Business Income Tax Report (UBIT) and compliance with Bond Covenants. The AVP also directs, reviews, and supervises development of the University's annual budget which includes coordinating both the operating and capital budgets; developing tools that support decision-making and analysis, compiling fiscal impact studies, drafting and recommending financial policies, procedures, and guidelines. The AVP manages budget reporting throughout the year and provides monthly comparative performance reports along with additional insight and context to assist functional vice presidents and other institutional leaders regarding their understanding of budget performance and dynamics. The AVP serves on institution's Executive Leadership Team.

## THE DEPARTMENT

Financial Operations at Oregon Institution of Technology (Oregon Tech), an institution of higher education serving over 5,000 students is responsible for administering business, budget, and financial policies with the approval of the Vice President for Finance and Administration. The role of the Financial Operations team includes supporting Oregon Tech compliance with federal and state regulations and policies, and providing a variety of services to students, faculty, staff, campus departments and vendors. Primary functions are accounting and financial reporting, accounts payable, accounts receivable, cashier services, grants and contracts administration, debt management, property control, federal, state and local tax compliance, and travel.

# Associate Vice President for Finance & Controller

## MINIMUM REQUIREMENTS

- Bachelor's degree in accounting, business administration, management, finance or related field.
- Functional knowledge of FASB, GASB and GAAP.
- Strong computer and related applications skills including proficiency with Microsoft Office Suite.
- Five years of progressively responsible financial management/leadership experience.
- Strong management, critical thinking, active listening, collaboration, and leadership skills.
- Discernible problem-solving and high-performance team building skills.
- Experience with financial systems or enterprise-wide resource planning system (ERP).

## PREFERRED QUALIFICATIONS

- Active or inactive CPA license and/or master's degree in business or related field.
- Experience in Higher Education accounting and budgeting at the director level or higher.
- FENXT experience.
- Willingness to live and work in Klamath Falls, Oregon. (*Temporary and/or partial remote work arrangements may be considered during the transitional period.*)

## BACKGROUND / PRE-EMPLOYMENT CHECK

Any offer of employment to a successful candidate will be conditioned upon the University's receipt of a satisfactory background check, motor vehicle check, physical abilities check, and/or any other conditions of employment contained in the vacancy announcement.

## APPLICANT DOCUMENTS

### Required Documents

1. Resume
2. Cover Letter

### Optional Documents

1. Letter of Recommendation
2. Curriculum Vitae
3. Professional References List
4. License/Certification
5. Other Document

# Associate Vice President for Finance & Controller

## AFFIRMATIVE ACTION & EQUAL OPPORTUNITY

At Oregon Institute of Technology, we don't just accept difference—we celebrate it, we support it, and we thrive on it for the benefit of our students, our employees, and our community. Oregon Tech is proud to be an affirmative action employer and equal opportunity workplace. We want applicants of diverse backgrounds and experiences.

If you are a member of one of the equity groups identified by applicable law, we encourage you to self-identify, where requested in our online application system. If you are a member of a socially or historically underrepresented or marginalized group or you have actively demonstrated a commitment to diversity and inclusion, we strongly encourage you to apply.

Oregon Tech is committed to providing access and reasonable accommodations in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation in the application or interview process, please reach out to the Office of Human Resource at 541-885-1028 or email us at: [oithr@oit.edu](mailto:oithr@oit.edu).

# Associate Vice President for Finance & Controller

## ABOUT OREGON INSTITUTE OF TECHNOLOGY

In 1947, Oregon Tech was founded as the Oregon Vocational School to train and re-educate returning World War II veterans. Today, Oregon Tech is *Oregon's Polytechnic University*. Offering bachelor's, master's, and soon a doctoral degree, Oregon Tech has exceptional programs in engineering, health technologies, business, technology, communication, and applied sciences that prepare students to be effective participants in their professional, public, and international communities through applied, relevant learning, and professional practice.

Oregon Tech enjoys a growing statewide footprint, which includes its main campus in Klamath Falls in a rural setting, a Portland-Metro urban campus in Wilsonville, additional educational and applied research campuses in Salem and Scappoose, and a growing online campus. In addition, Oregon Tech also has a campus in Everett, Washington, which has been educating Boeing professionals in the area for more than two decades.

With [47 bachelor's and master's degree programs](#) and a recently approved doctoral degree program in physical therapy, Oregon Tech, as a university primarily focused on STEM programs, has seen consistent program growth driven by market demands. Oregon Tech nurtures highly skilled professionals for engineering, healthcare, business, technology, and applied sciences fields, emphasizing experiential, project-based under-graduate and graduate education, and applied research that ensures fully prepared graduates.

Oregon Tech was most recently ranked the #2 Top Public Western Regional College (U.S News & World Report), #2 in Annual Return on Investment in Oregon, and among the top 1% nationally for Return on Investment (PayScale), with a \$63,100/year average starting salary for graduates. This success is backed up by enrollment increases of 35% in the last ten years to over 5,000 students; and by new in-demand degree programs, including cybersecurity, data science, and its first doctoral program in physical therapy, which is set to launch in 2022.

Oregon Tech's degree offerings have been attracting more students. Even amid COVID-19 concerns, Oregon Tech [first-time freshman enrollment increased by 11%](#) in the fall of 2020. Oregon Tech's growing diversity in all regards brings a richer educational experience for the students, making them more successful than ever: 96% of the graduates gain professional employment or seek an advanced degree within six months of earning their Oregon Tech degree. Oregon Tech graduates boast the highest average starting salaries in the state. Oregon Tech attributes this to dedicated faculty who provide personalized attention and are genuinely invested in their students' learning. Small classes and a favorable student-to-faculty ratio allow for an intimate campus environment and a personal approach that leads to high student achievement and career success.

*Two traits that make Oregon Tech a special place include our sincere focus on our students and the impressive quality of the students we attract.*

# Associate Vice President for Finance & Controller

## OREGON TECH COMMUNITIES

Oregon Tech has multiple campuses and teaching sites that serve the Pacific Northwest region and beyond.

**Klamath Falls Campus** is the University's original and largest campus. Nestled on the eastern slope of the Cascade Mountains on Klamath Lake, the 300+ acre campus offers students a comprehensive, residential experience and a full array of Oregon Tech's signature degrees. Programs and student activities often engage in the beautiful environment around Klamath Falls, with outdoor activities like skiing, hiking, biking, water sports, and all that nature offers. Renewable energy produced on campus from solar and geothermal sources provides a unique, sustainable environment, and a perfect complement to Oregon Tech's renewable energy engineering, environmental science, and other related degree programs. Approximately 2,200 students are enrolled at the Klamath Falls residential campus and the bulk of Oregon Tech's faculty and staff work on this campus.

**Portland-Metro Campus** is Oregon Tech's urban campus and is located about 15 miles south of downtown Portland in Wilsonville. In the heart of the Silicon Forest industry cluster, with more than 700 students, the Portland-Metro campus is designed to be a commuter campus. High-demand BS and MS degrees in engineering, business, technology, and health are accessible to full- and part-time students. These programs are especially convenient for community college transfer students, working professionals, and busy adults through day, evening, weekend, and online courses.

**Online Campus** enables around 700 students to earn a certificate, associate, bachelor, or master's degree without leaving their home or office. The Online campus offers 18-degree completion and full degree programs, and several certifications and specializations. Online student credit hours have grown by 130 percent during the last decade.

**Seattle Campus** offers BS and MS degrees, and certificate programs, in mechanical and manufacturing engineering to Boeing employees at their Seattle area manufacturing facilities.

**Chemeketa Community College (Salem, OR)** is a teaching site for Oregon Tech's BS degree in dental hygiene through a unique dual enrollment partnership between Oregon Tech and Chemeketa Community College.

**Scappoose Oregon Manufacturing Innovation Center Research & Development (OMIC R&D)** is located 21 miles northeast of Portland. [OMIC R&D](#) is a multi-national industry R&D enterprise and Oregon Tech is proud to serve as its host university. This site provides a great opportunity for our students to work as interns on real-world manufacturing problem sets provided by industry members alongside industry professionals and faculty researchers from Oregon Tech and other universities.

# Associate Vice President for Finance & Controller

## CITY OF KLAMATH FALLS

More information can be found online: <https://www.klamathfalls.city/307/Why-Klamath-Falls>

The City of Klamath Falls is located in the south-central region of Oregon a short distance from the border with California. The city lies on the southern shore of the Upper Klamath lake, along the eastern slopes of the Cascade Mountains and is the economic hub for the Klamath Basin. The City of Klamath Falls encompasses 20 square miles, has a population of about 22,000 and is known as the “City of Sunshine” for the nearly 300 days of sunshine we enjoy each year.

The Klamath Basin offers outstanding natural and cultural wonders. Just sixty miles south of Crater Lake, and seventy miles north of Mount Shasta, south-central Oregon is unsurpassed for beauty and diversity of activities. Klamath Falls offers a variety of year-round outdoor recreation such as skiing, golfing, fishing, hunt, camping, and boating.

Klamath Falls prioritizes our public parks system and provides access to grass fields, playgrounds, dog parks, and mountain biking and hiking trails. The Ella Redkey Pool in Klamath Falls is an outdoor geothermal swimming pool open all year. The Klamath Basin is known for its splendid bird watching and is the home of the highest concentration of bald eagles in the Pacific Northwest.

People searching for arts and culture will find it in Klamath Falls with numerous antique shops, museums, plays, and musicals. Klamath Falls has an emerging lake front and economic development is taking place. Klamath Falls takes great pride our “small town feel” and surrounds a beautiful and historic downtown filled with many local stores, shops, boutiques, and restaurants.

# Associate Vice President for Finance & Controller

## OREGON TECH VALUES

- **Student Success:** Prioritizing student and graduate success in every decision or action at every level of the university.
- **Integrity:** Adhering to the highest standards of ethical principles.
- **Respect:** Demonstrating high regard for one another in interactions and treating others with dignity.
- **Diversity, Equity, Inclusion:** Welcoming and empowering individuals of differing backgrounds, identities, and life experiences.
- **Service:** Contributing to the well-being of our university and external communities.
- **Accountability:** Taking responsibility for our actions and demonstrating leadership.
- **Excellence:** Embracing and celebrating the highest quality standards in teaching, research, and innovation.
- **Confidence:** Exhibiting pride and conviction in our university, our talent, and our contributions to those around us.



## OREGON TECH MISSION

Oregon Institute of Technology, Oregon's polytechnic university, offers innovative, professionally-focused undergraduate and graduate degree programs in of engineering, health, business, technology, and applied arts and sciences. To foster student and graduate success, the university provides a hands-on, project-based learning environment and emphasizes innovation, scholarship and applied research. With a commitment to diversity and leadership development, Oregon Tech offers statewide, public educational opportunities and technical expertise to meet current and emerging needs of Oregonians as well as other national and international constituents.





## OREGON TECH VISION

*Oregon Tech will be a student-centered, world-class polytechnic university that inspires students to become tomorrow's leaders.*



Klamath Falls Campus

## APPLICATION & NOMINATION PROCESS

EFL Associates, an executive search firm, is assisting Oregon Tech with the 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 process, at which time the express permission of finalists will be obtained before making their candidacy public.

### APPLICATION PROCESS:

- STEP 1: Complete this brief online application (2-3 minutes):  
<https://www.surveymonkey.com/r/OregonTechAVPFinance2>
- STEP 2: Send us your letter of interest and resume or CV (in PDF format please): Send to [ApplyHigherEd@eflassociates.com](mailto:ApplyHigherEd@eflassociates.com)  
Email subject line should read "Oregon Tech AVP for Finance & Controller Application"  
Apply by February 11, 2022 for best consideration

### QUESTIONS, CONFIDENTIAL INQUIRIES, OR NOMINATIONS:

- Wynn Goering, PhD, Senior Consultant: [wgoering@eflassociates.com](mailto:wgoering@eflassociates.com) or 505-620-6171
- Michelle Peterson, Senior Recruiter: [michelle.peterson@eflassociates.com](mailto:michelle.peterson@eflassociates.com) or 816-945-5404