



Associate Vice President of Finance  
University Controller

# Position Description



# The Opportunity

The Associate Vice President of Finance (AVP) /University Controller at Norfolk State University (NSU) is an opportunity for a seasoned financial leader to assume responsibility for the institution's financial reporting process. The role involves managing system upgrades, grants, contracts, and fixed assets, while ensuring compliance with federal and state financial regulations. The Controller will oversee the preparation of financial statements, develop internal controls, and risk management protocols, and optimize cash flow. Reporting to the Vice President of Finance and Administration and CFO, the AVP will lead a team of finance professionals, contributing to the university's financial stability and academic mission. The AVP will bring strategic insights to support NSU's objectives.

The AVP/ University Controller assumes responsibility for the financial reporting process for the University. This position is responsible for all areas leading to the creation of financial statements. This includes managing the functional part of system upgrades and implementations, quarterly reporting on audit findings, ARMICS, cost accounting, grants, and contracts, fixed assets, etc. The Controller leads the administrative effectiveness effort for Controller's department for SACSCOC, attends staff meetings, assists with board of visitors reporting and policy development and updates, and fields day-to-day questions from departments. The Controller provides operational management for a team of finance professionals.

The Controller provides leadership and management of the Controller's Office while performing highly technical duties in the division of Finance and Administration. The Controller ensures financial compliance with regulatory requirements to support its financial stability and academic mission. As a member of the finance management team, the Controller works closely with and reports to the Vice President of Finance and Administration in all areas of financial responsibility. The budget is approximately \$300 million and the AVP has responsibility for 47 full-time staff.

# Responsibilities

- › Lead and manage the university's accounting operations, including general ledger, cash operations, and revenue accounting.
- › Ensure timely and accurate financial reporting in compliance with applicable standards.
- › Oversee the preparation of monthly, quarterly, and annual financial statements.
- › Develop and maintain internal controls, risk management protocols, and fraud prevention mechanisms to safeguard financial assets and ensure the integrity of accounting information.
- › Manage and optimize cash flow, including monitoring daily cash operations and overseeing accounts receivable and payable.
- › Collaborate with cross-functional teams to enhance financial strategies and support university objectives.
- › Supervise the accounting team, providing mentorship, training, and development opportunities.
- › Ensure compliance with all regulatory reporting requirements and tax filings.
- › Oversee compliance with federal and state financial regulations (GASB, FASB, ARMICS, Sarbanes-Oxley, Title III, etc.).
- › Conduct regular financial reviews and audits to identify areas of improvement and implement corrective actions.
- › Support the annual budgeting process and long-term financial planning initiatives.
- › Function as the primary liaison between accounting and external auditors, ensuring a smooth audit process.
- › Implement and refine accounting policies, procedures, and systems to improve efficiency and accuracy.
- › Oversee grants and sponsored program accounting, ensuring compliance with federal, state, and private funding agencies.
- › Provide strategic insights and recommendations to executive leadership based on financial performance and trends.
- › Mentor and develop the finance team, fostering a culture of accountability,

professional growth, and operational excellence.

- › Demonstrated experience and proficiency with Microsoft Office (Word, Excel, Outlook, and PowerPoint).
- › Ability to think critically and creatively, have a high standard of integrity and be motivated to incorporate best practices into the organizational structure.
- › The ability to exercise a high degree of independent judgment in the establishment, interpretation, application, and enforcement of all rules, regulations, and policies.
- › Strong customer service skills, ability to work in a collaborative environment, and the ability to communicate accounting matters to non-financial University constituents.

## Education

- › Baccalaureate degree in accounting, Business Administration, Finance, or a related field required. Master's degree strongly preferred.

## Licensure

- › CPA (Certified Public Accountant) certification strongly preferred.

## Experience

- › Three years of full-time experience as a controller, preferably in higher education.
- › Two years of management experience in general ledger accounting operations.
- › Four years of supervisory experience.

### **Additional Considerations:**

- › Preference is given for experience in a complex financial setting; knowledge of higher education business practices; knowledge of the Commonwealth of Virginia's business practices and the Commonwealth Accounting Policies and Procedures (CAPP) Manual; knowledge of ARMICS and/or Sarbanes Oxley; knowledge of ERP systems like Ellucian, eVA, or Cardinal.

# Knowledge, Skills, and Abilities

- › Knowledge and expertise in accounting and financial management operations through participation in professional organizations.
- › Maintain positive working relationships with the university community and external financial reporting agencies.
- › Ability to perform detailed work independently, as well as, in a team environment.
- › Demonstrated ability to lead and supervise a diverse group of professionals.
- › Proficiency in Microsoft Office Suite
- › Comprehensive knowledge of generally accepted accounting principles
- › Demonstrated ability to manage multiple projects.
- › Demonstrated ability to communicate and interact effectively at all levels of the organization.

# Other Requirements

- › Ability to communicate effectively in spoken and written standard English.
- › As required by the 1986 Immigration Act, be prepared to present acceptable documentation showing your identity and that you are a U.S. citizen or an alien who is authorized to work.
- › A background investigation will be conducted prior to the offer of employment. A signed authorization for the release of personal information will be required if selected for an interview.

About the  
Norfolk State University  
Finance and  
Administration

Norfolk State University (NSU), located in Norfolk, Virginia, is a comprehensive public institution known for its commitment to excellence in education, research, and community engagement. Established in 1935, NSU is one of the nation's leading Historically Black Colleges and Universities (HBCUs), dedicated to empowering students through rigorous academic programs, innovative research opportunities, and a supportive campus environment. With a diverse student body, state-of-the-art facilities, and a wide range of undergraduate, graduate, and professional programs, NSU prepares its graduates for leadership and service in a global society. The university's vibrant campus life, rich cultural heritage, and proximity to the historic and economically dynamic Hampton Roads region make it an inspiring place to advance your career in higher education.



## Finance & Administration

The Finance and Administration Division exists to support and facilitate the Instruction and Service goals of the University. It does this through the design and implementation of business and environmental services for our students, faculty, support staff and alumni. The Division has a primary leadership role in the administration of institution-wide business processes. The Division seeks to conduct institution business in a manner that follows institutional, state, and federal rules using generally accepted management and ethical practices. [Organization Chart](#).

### **In support of this mission, the Division seeks to:**

- Develop the University's physical facilities so that they meet the needs of the University;
- Ensure that administrative operations provide responsive, customer-oriented service to all constituencies;
- Provide a safe and suitable physical environment for faculty, staff, and students; and
- Provide effective leadership in the administration and stewardship of the University's financial, human, and physical resources.

# About the city of Norfolk

Norfolk, Virginia, is a vibrant coastal city rich in history, culture, and natural beauty. As a dynamic hub of commerce, Norfolk boasts a bustling downtown waterfront, an array of dining and entertainment options, and a thriving arts and music scene. The city is home to the world's largest naval base and NATO's North American headquarters, providing a diverse and energetic community. With its temperate climate, numerous parks, beaches, and recreational activities, Norfolk offers a balanced lifestyle for both work and play. The city's commitment to economic development and innovation makes it an exciting place to grow your career while enjoying a high quality of life.





# Nomination & Application Process

# Compensation

Salary will be competitive and commensurate with qualifications and experience.

# How to Apply

Greenwood Asher & Associates, Inc. is assisting Norfolk State University with this search. Inquiries, nominations, and applications are now being accepted. Applications should include a résumé and cover letter that addresses the requirements, duties, knowledge, and experiences which prepared you to assume this role. Initial screening of applications will begin immediately and will continue until an appointment is made. All applications should be addressed to:

Marion Frenche, SHRM CP  
Associate Vice President of Executive Search  
Greenwood Asher & Associates, LLC KELLY  
[marionfrenche@greenwoodsearch.com](mailto:marionfrenche@greenwoodsearch.com)

The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

For more information on Norfolk State University, visit <https://www.nsu.edu>

**Greenwood  
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