

# SEARCH PROFILE:

## UNIVERSITY CONTROLLER



**BE BOLD. Shape the Future.®**  
**New Mexico State University**

# CONTENTS

NEW MEXICO STATE UNIVERSITY	4
MISSION, VISION, VALUES	5
THE LEADERSHIP OPPORTUNITY	6
QUALIFICATIONS	8
APPLICATION AND NOMINATION PROCESS	9





New Mexico State University (NMSU) invites confidential inquiries, nominations, and applications for the position of University Controller. The Controller reports directly to the Vice President for Administration & Finance and is responsible for directing the comprehensive financial activities for the NMSU system. This is an exciting opportunity for a dynamic,

innovative, and collaborative leader who shares our mission as a public, Hispanic-Serving and Minority Serving Institution (HSI/MSI) dedicated to serving our community.

The search is national, and the next University Controller is expected to take office in Spring 2024.





## NEW MEXICO STATE UNIVERSITY

New Mexico State University sits on 900-acres and enrolls approximately 14,000 students from across the U.S. and 89 foreign countries. NMSU is a Land Grant, NASA Space-Grant University, and home to the very first Honors College in the state of New Mexico. As a proud Hispanic and Minority-Serving Institution, NMSU serves a multi-cultural population of students and community members across the state with three community colleges, four campuses, cooperative extension offices located in each of New Mexico's 33 counties, and 12 agriculture research and science centers.

NMSU is situated in a prime area to recruit, retain, and serve Latinx students from the borderlands' region; as well as Native students as New Mexico is home to 23 Native American tribes, pueblos, and nations. Furthermore, a notable alumnus, Clara Belle Williams, was the first African American to graduate from the New Mexico College (what is now NMSU). NMSU proudly supports and serves military and veteran students, students with disabilities, and students who identify as LGBTQIA+.

NMSU, a diverse, dynamic working environment, seeks employees who are creative and flexible in developing and evaluating new ideas and ways to evolve NMSU into the future. NMSU is a proud Hispanic and Minority-Serving Institution in the minority-majority state of New Mexico. The university is committed to sustainability through improving and maintaining the quality of human life while preserving the integrity, stability, and beauty of ecological systems for the future.

### LAS CRUCES, NEW MEXICO

NMSU's main campus is in sunny Las Cruces, New Mexico. There are thriving businesses, strong agriculture production, and other industries. With an average of 330 days of sunshine each year, the weather forecast for golf, hiking, and other outdoor activities is bright. A wide range of art, cultural and culinary experiences also exist—including museums, shopping malls, breweries, and vineyards.

Las Cruces is approximately 45 miles north of El Paso and 225 miles south of Albuquerque. It is the economic and geographic center of the Mesilla Valley, the agricultural region on the floodplain of the Rio Grande which extends from Hatch to the west side of El Paso, Texas. The Organ Mountains, 10 miles to the east, are dominant in the city's landscape, along with the Doña Ana Mountains, Robledo Mountains, and Picacho Peak. Las Cruces lies within a short driving distance of the Mexican border at Santa Teresa, the busiest animal border crossing in the world, as well as many other locations in the broader borderland region. Southern New Mexico is home to the nation's first purpose-built commercial spaceport, Spaceport America, and is the birthplace of America's Missile and Space program.



# NEW MEXICO STATE UNIVERSITY (CONT.)

## NEW MEXICO DEPARTMENT OF AGRICULTURE (NMDA)

In 1955, NMSU's Board of Regents unified a number of regulatory services and the individuals responsible for administering them under a single administrative organization known as the New Mexico Department of Agriculture. Located on NMSU's campus, the collaborative relationship between NMDA and NMSU exists today with the NMSU Board of Regents serving as the state board of agriculture, thus solidifying the importance of agriculture to both the university and the state. Today, NMDA works to promote local food and agriculture, to protect the health of large and small animals, to ensure high-quality dairy products, to advocate for farmers and ranchers' reliance upon natural resources, to promote the approved use of agricultural inputs like plant seeds and fertilizer, and to ensure fairness in the marketplace.

## NMSU LEADS 2025: BE BOLD. Shape the Future®.

The strategic goals outlined in NMSU [LEADS 2025](#) reflect the university's mission and vision and are vital to NMSU's success. These include advancing student success; elevating research and creativity; amplifying extension and outreach; building a robust NMSU system; building an online global campus; and building, elevating, and strengthening sustainable systemwide equity, inclusion and diversity practices. The strategic goals are designed to be broad enough for each unit within the university system to find a way to contribute. Additionally, the university will focus on a number of grand challenges facing the state and communities around the globe. These include creating healthy borders, modernizing critical infrastructure, and transforming education in New Mexico.

## MISSION, VISION, VALUES

### OUR MISSION

The mission of the New Mexico State University system is to serve the diverse needs of the state through comprehensive programs of education, research, extension and outreach, and public service. As the state's land-grant and space-grant university, and as a Hispanic and Minority serving institution, NMSU fosters learning, inquiry, diversity and inclusion, social mobility, and service to the broader community.

### OUR VISION

By 2025, the NMSU system will excel in student success and social mobility for our diverse student populations, achieve the highest Carnegie research status (R1), and maintain our Carnegie Community Engagement classification.

### OUR VALUES

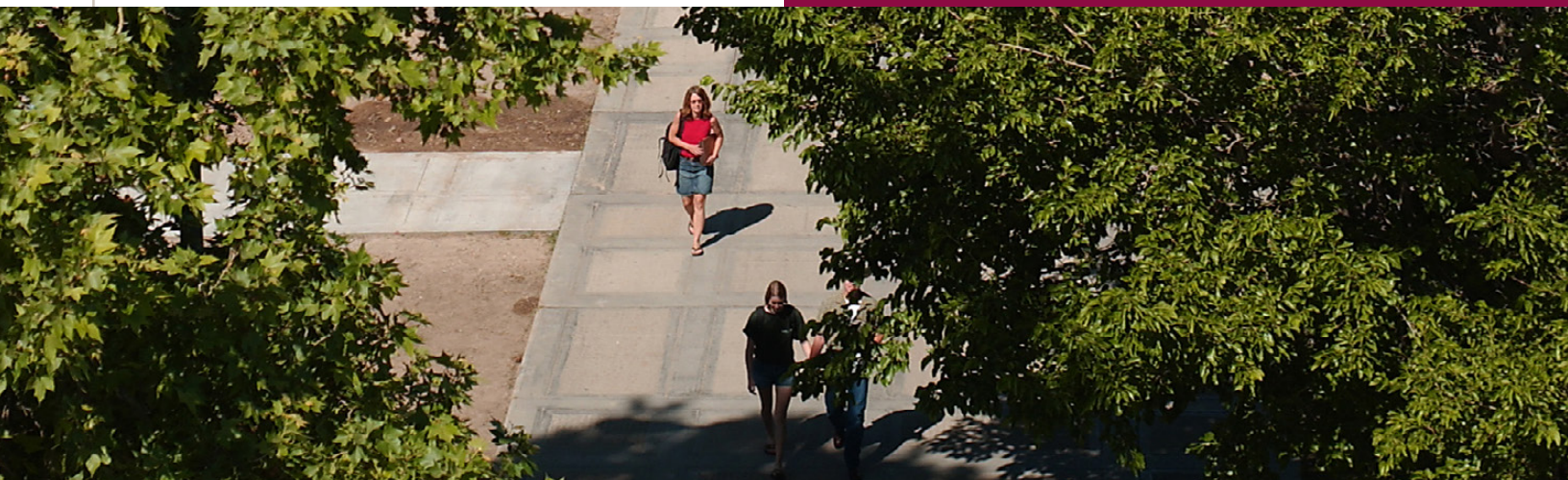
**Leadership:** Promoting and creating the ability for Aggies to shape the future

**Excellence:** Providing the highest level of education, research, outreach, and service

**Access:** Welcoming diverse populations to higher education and to the NMSU community

**Diversity & Inclusion:** Embracing our differences as an asset and actively seeking to include wide-ranging perspectives

**Student-Centered:** Supporting the education of our students through every aspect of our university, everyday







## THE LEADERSHIP OPPORTUNITY

NMSU seeks a University Controller who can ensure quality financial management throughout the NMSU system as well as compliance with state and federal regulations. In addition, the position provides expertise and support to executive leadership on external regulations, and internal financial operations, as well as develops and maintains internal controls and best practices to safeguard fiscal resources. The University Controller provides direct and in-direct oversight of finance functions such as general and restricted accounting, financial reporting and analysis, capital asset administration, banking and cash management, debt issuance, investment administration, accounting systems, accounts receivable, accounts payable, tax compliance, payroll and procurement operations.

### DUTIES

The University Controller has the authority to lead and direct all financial policies and standard operation procedures in support of the University's mission and strategic plans. Alignment with state and federal fiscal management laws and regulations, and generally accepted accounting principles are required. The University Controller will be trusted to:

- establish and maintain comprehensive internal controls designed to mitigate risk, protect assets, and support the financial infrastructure of the university.
- design financial management procedures and business practices to achieve: 1) effectiveness and efficiency of operations, 2) compliance with laws and regulations, and 3) reliability of financial reporting.
- develop and prepare timely and accurate financial reporting for the University including financial statements, audit reports, management reports, external reports, and federal and state tax reporting.
- serve as the primary liaison with all external auditors and oversee the annual external audit process in coordination with NMSU Audit Services.
- prepare NMSU's Facilities & Administrative (F&A) incurred cost reports, rate proposals, and negotiate all university indirect cost and fringe rates.
- integrate cash management practices and investment strategies to maximize cash flow and return on investments.
- provide oversight of all aspects related to bond issuances including post issuance compliance, monitoring, and reporting.
- ensure an effective level of communication between the central finance offices and fiscal staff throughout the University to ensure transparency in financial operations.
- provide leadership and direction to the departments reporting to the Controller including establishing goals and objectives.
- hire, train, supervise and evaluate the Controller's Office staff; and performs related duties as assigned.



## THE LEADERSHIP OPPORTUNITY (CONT.)

### KNOWLEDGE

A successful University Controller will have expert knowledge in the areas of business and financial related local, federal, and state laws and regulations, accounting requirements, financial management standards and operating guidelines as they pertain to public institutions of higher education. They will also be adept in understanding federal, state, and higher education requirements for the preparation of financial statements; generally accepted accounting principles and practices; higher education financial accounting and reporting systems; asset and funds management principles, methods, and techniques. Experience with investment, cash management, and capital financing principles and practices is required as is the ability to uphold and implement system wide institutional policies and procedures within the regulatory environment in which they operate. NMSU encourages the Controller to stay actively involved with NACUBO and/or relevant associations.

### SKILLS AND ABILITIES

The University Controller is expected to be service-oriented and have strong interpersonal and communication skills. The ability to work effectively with a wide range of stakeholders in a diverse community will be key to the Controller's success. Skills required to support these endeavors include:

- strong analytical, critical thinking, problem solving and decision-making skills.
- demonstrated ability and commitment to work in a team environment.
- organizational planning, structuring, and staffing skills.
- a talent for building customer-centric processes and procedures to meet internal customer needs.





## QUALIFICATIONS

### REQUIRED QUALIFICATIONS:

- A bachelor's degree in a related field such as Accounting, Business Administration, Management, or Finance
- Eight years of professional experience directly related to the standard duties as outlined
- Certification/License: Certified Public Accountant preferred

This key leader is expected to serve as a role model who fosters a cooperative work environment focused on continuous improvement. The successful

candidate will use independent judgement to work in alignment with LEADS 2025 and to develop, plan, and implement short-term and long-range goals. An impactful Controller will have the ability to:

- direct, evaluate, train, and supervise the work of assigned personnel.
- provide accurate and orderly records and ability to analyze and evaluate information.
- maintain current knowledge of GASB, FASB, and other GAAP pronouncements that affect the University's financial systems, and best practices in internal controls over financial accounting and reporting.





## APPLICATION AND NOMINATION PROCESS

Academic Search is assisting New Mexico State University in the screening and selection process for the next University Controller. The next Controller is expected to begin in **Spring 2024**.

Applications, nominations, and expressions of interest must be submitted electronically, confidentially, to [NMSUController@academicsearch.org](mailto:NMSUController@academicsearch.org).

Confidential nominations should provide the name, title, institution, and contact information (email address and phone) of a person whom Academic Search should contact.

Applications should consist of three documents: 1) a substantive cover letter that addresses the candidate's experiences and qualifications for this particular position; 2) a curriculum vitae/resume; and 3) a list of five professional references with full contact information (title, organization/institution, email address, phone number). No references will be contacted without the explicit permission of the candidate. Optional: a statement of contributions to equity, inclusion and diversity (visit <https://eid.nmsu.edu/statement-of-contributions-to-diversity-equity-and-inclusion.html>).

The position is open until filled but only applications submitted electronically to Academic Search by **Wednesday, November 15, 2023**, can be assured full consideration. Confidential discussions about this opportunity are welcome: prospective candidates and nominators may email the Senior Consultant Dr. Jairy Hunter: [jairy.hunter@academicsearch.org](mailto:jairy.hunter@academicsearch.org).

*New Mexico State University is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, NMSU does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation or protected veteran status in its program or activities, including employment, admissions, and educational programs. Inquiries may be directed to the Office of Institutional Equity, P.O. Box 30001, E. 1130 University Avenue, Las Cruces, NM 88003; 575.646.3635; 575.646.7802 (TTY) [equity@nmsu.edu](mailto:equity@nmsu.edu)*

*NMSU is committed to providing reasonable accommodation to qualified individuals with disabilities upon request. To request this document in an alternate form or to request an accommodation, please contact the Office of Institutional Equity, O'Loughlin House, 1130 E. University Avenue, Las Cruces, NM 88003; 575.646.3635; 575.646.7802 (TTY) [equity@nmsu.edu](mailto:equity@nmsu.edu). One-week advance notice is appreciated.*



# ABOUT ACADEMIC SEARCH

Academic Search is assisting New Mexico State University in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute. For more information, visit [www.academicsearch.org](http://www.academicsearch.org).



Committed to IDENTIFYING  
AND DEVELOPING LEADERS  
by providing the highest  
level of EXECUTIVE  
SEARCH to our  
higher education  
partners.