

KOYA

LEADERSHIP
PARTNERS

BRYN MAWR COLLEGE

Controller

Controller
Bryn Mawr College
Bryn Mawr, Pennsylvania

CONTROLLER

BRYN MAWR COLLEGE

Bryn Mawr College, located in Bryn Mawr, Pennsylvania, seeks a collaborative and results-driven leader to serve as its next Controller. Reporting directly to the Chief Financial Officer, the Controller is the College's principal accounting officer. The Controller works closely with other senior administrators, faculty, staff, students, and the Board of Trustees to ensure a strong and efficient financial control environment that supports the educational mission of the College. The Controller is a key member of the College's financial leadership team and is responsible for providing College-wide strategic oversight of financial accounting, operations, external reporting, audit, compliance and risk management.

ABOUT THE INSTITUTION

Bryn Mawr College, located in suburban Philadelphia, PA, is one of the world's most distinguished and distinctive institutions of higher education. Every year approximately 1,350 undergraduate women and 350 coeducational graduate students from around the world gather on the College's historic campus to study with leading scholars, conduct advanced research, expand the boundaries of academic inquiry, and prepare for lives of purposeful action.

Bryn Mawr's History

Bryn Mawr was founded in 1885 with an ambitious vision: to create a college for women offering rigorous academic programs that were then available only to men at a few elite institutions. From the beginning, this new college would include both undergraduate and graduate programs; Bryn Mawr College was the first women's college to offer doctoral degrees to women. The College was founded with a strong commitment to shared governance between the faculty, the Board, students, and senior administration. Decision-making remains highly collaborative and includes representation from all stakeholder constituent groups. Respect for students' capacity to direct their own lives is an integral part of Bryn Mawr's history; it was the first college in the country to approve a student self-government association (1891). Students take a large measure of responsibility for managing residential life and upholding standards of academic integrity through the College's Honor Code.

Bryn Mawr Today

Bryn Mawr challenges and supports exceptional students to perform at the highest academic levels. Through innovative curricula and programs, students have wide-ranging opportunities to connect academic excellence to purposeful action. Bryn Mawr is distinguished among American liberal arts colleges by its historic commitment to graduate education, currently manifested in its Graduate School of Social Work and Social Research, and its Graduate School of Arts and Sciences which offers PhD's in key humanities and science disciplines. The College promotes faculty excellence in both research and teaching, and has strong consortial relationships with Haverford College, Swarthmore College, and the University of Pennsylvania. The College has a rich and longstanding

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collaborative relationship with Haverford College that further extends course enrollment, extracurricular, and administrative synergies. Bryn Mawr remains committed to expanding opportunity for women. The Undergraduate College attracts women from diverse backgrounds who share an intense commitment to intellectual inquiry, an independent and purposeful vision of their lives, and a desire to make a meaningful contribution to their professions and to the world. Critical, creative, and collaborative thinkers, its students and alumnae are members of a tight-knit community that is founded on respect for the individual.

Bryn Mawr College enrolls approximately 1,700 students and is a place where teaching is valued, each student is known, and students and faculty members form close bonds. Superb opportunities for independent and faculty-sponsored research, core seminars, interdisciplinary courses, and access to 37 majors and 53 minors and concentrations enable each undergraduate student to create her own academic pathway. Undergraduate and graduate students are taught by over 200 faculty, of whom approximately 150 are full-time. The student–faculty ratio is 8:1, and the median class size is 14. Bryn Mawr undergraduates also take advantage of combined bachelor's and master's degree opportunities in several departments, as well as a variety of dual degree programs with the University of Pennsylvania and other institutions.

LEADERSHIP AT BRYN MAWR COLLEGE

Kimberly Wright Cassidy, President

Kimberly Wright Cassidy became the College's ninth President in February 2014. A faculty member at Bryn Mawr since 1993, Cassidy served as the College's Provost from 2007-2013. During her tenure as Provost, Cassidy was instrumental in leading a number of important initiatives, including facilitating curricular renewal in collaboration with faculty leaders, the development of the College's interdisciplinary 360° courses, the introduction of new academic programs, including an International Studies major, and the advancement of digital initiatives within the classroom. Central to all these initiatives has been Cassidy's unwavering support of the scholar/teacher model in which faculty research and the instruction of students are inextricably bound. As President she has developed a strategic vision for the Undergraduate College, *Excellence in Action*, that aims to secure and make visible Bryn Mawr's position as the leading college for women by connecting academic excellence with preparation for lives of purposeful action. To support this vision, the College launched the public phase of a comprehensive \$250 million fundraising campaign in fall 2016.

Kari Fazio, Chief Financial Officer

Kari Fazio joined Bryn Mawr College as Chief Financial Officer in October, 2014. In the CFO role, she is responsible for the financial management of the College including strategic financial planning, accounting, investment, debt, and budgeting at the College. Effective June, 2016, Kari's portfolio expanded to include administrative functions such as facilities management, dining services, human resources, campus safety, post office and the bookstore, among others. She brings a forward-

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thinking vision for the College and her financial management team requires a Controller who is equally forward-thinking, driven, and thoughtful.

THE POSITION

Reporting directly to the Chief Financial Officer, the Controller leads an office of twelve employees responsible for financial, endowment and grant accounting; financial reporting; policy development; tax management; procurement and accounts payable; payroll processing; accounts receivable; student accounts; and cash management. The Controller is responsible for ensuring accurate, efficient processing of financial transactions, implementing and maintaining sound accounting policies and best practices, and balancing effective compliance with excellent customer service. The successful candidate will possess deep accounting expertise and broad managerial experience and will demonstrate the highest ethical standards and a collegial style.

Key responsibilities and opportunities for the Controller include:

- Develop, refine, and maintain appropriate financial and internal control systems that ensure protection of College resources and compliance with local, state, and federal laws and regulations as well as generally accepted accounting principles (GAAP), FASB standards, College policies, and best accounting practices; enforce and communicate these effectively and in a variety of ways;
- Monitor financial and internal controls including, but not limited to the timely performance, documentation and review of account reconciliations;
- Maintain the general ledger system and chart of accounts; ensure that any accounting issues are promptly identified and resolved;
- Ensure the accuracy and timeliness of all financial reporting; prepare the College's annual financial statements; work closely with the College's external auditors; meet other external reporting requirements; prepare the College's various tax filings (IRS Forms 990 and 990T; state tax returns; Lower Merion Business Privilege Tax; sales tax, employment taxes, etc.);
- Keep up-to-date on changes, potential changes, and trends in tax laws, accounting standards, and government regulations, guidelines and enforcement; proactively and strategically communicate those developments and their projected impact on the College;
- Coordinate and maintain robust compliance and risk management programs campus-wide; understand and analyze the environment for risk and prepare a strategy for managing change and mitigating risk across campus operations;
- Act as primary liaison to the Audit Committee of the Board, responsible for meeting minutes, reporting on financial results and risk, preparing special written reports, and engaging in discussion with the Committee;

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- Provide staff development and supervision within the Controller's Office; interview, hire, and train new employees; coach and evaluate performance; mediate disputes; set priorities and standards;
- Identify strategic opportunities to improve processes within the department and throughout the College, including involvement in establishing practices for new initiatives within the College; assist departments as they try to develop and advance their own programs and capabilities;
- Establish effective cash management practices; design and maintain an effective cash forecasting system and project long-term liquidity needs; establish and maintain relationships with the College's banking partners and other financial institutions; remain current on treasury trends and services;
- Ensure timely payment of debt service, compliance with bond covenants, and post-issuance debt compliance requirements;
- Coordinate the review, selection, testing, implementation, and maintenance of all software utilized for financial reporting and other function of the Controller's Office;
- Understand and assist with budget development, budget monitoring, and periodic projections of budgeted and financial statement results;
- Lead training and educational efforts to enhance the community's understanding of and access to the relevant financial/budget/accounting concepts, terminology, systems and data;
- Enhance speed, accuracy, efficiency and productivity of accounting operations, and save organizational costs through introducing emerging technologies or other methods; and
- Serve on various College committees and maintain cooperative working relationships with other individuals and departments within the Finance group and throughout the College.

QUALIFICATIONS AND EXPERIENCE

The ideal candidate will be a proven financial leader with progressive accounting experience related to fiscal affairs. The Controller will have a successful record of financial management within higher education, healthcare, consulting, or in a similar non-profit environment. The best candidates will demonstrate evidence of many of the following qualities:

- A minimum of 8 years of experience as an accounting professional, including senior management experience; strong preference for experience in higher education but extensive experience with a similar non-profit or a public accounting firm with a higher education client base may be considered;
- Demonstrated experience in the oversight of the general ledger, accounts receivable, accounts payable, purchasing, payroll, grants, plant/capital accounting, and fund accounting;

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- Knowledge of and experience with accounting information and ERP systems with a preference for experience with such a system's implementation, upgrade and/or re-design; proficiency with Microsoft Office applications, email, and other productivity and communication tools;
- Ability to work collaboratively and to effectively lead staff; committed to the value of diversity in the workplace;
- Strong organizational, analytical, interpersonal, problem-solving, and customer service skills; ability to effectively communicate orally and in writing complex financial information to constituencies with varied levels of financial expertise;
- Integrity, the highest ethical standards and the ability to handle confidential information appropriately;
- High level of professionalism, motivation, enthusiasm, initiative, self-direction, and the ability to work under pressure and manage numerous deadlines simultaneously;
- A bachelor's degree is required; an MBA or other advanced degree in accounting, finance, business or a related field from an accredited program is preferred; and a CPA certification is highly desirable.

CONTACT

Mo Lashendock, Principal, Josyanne Roche, Consultant, and Andy Evans, Managing Director of Koya Leadership Partners have been retained to assist Bryn Mawr in this search. To express your interest in this role, please submit your materials, including your letter of interest and resume [here](https://koyapartners.com/search/bmc-controller) (<https://koyapartners.com/search/bmc-controller>). All inquiries and discussions will be considered strictly confidential.

Bryn Mawr College is an equal opportunity employer. Applications are considered without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, age or disability.

ABOUT KOYA LEADERSHIP PARTNERS

Koya Leadership Partners is a national retained executive search and human capital consulting firm that works exclusively with mission-driven organizations, institutions of higher education, and social enterprises. We deliver measurable results, finding exceptionally talented people who truly fit the unique culture of our client organizations and ensuring that organizations have the resources and strategies to support them. For more information visit www.koyapartners.com.