WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report’s list of the Best Regional Universities (West) and Forbes’ Best Value Colleges. We are dedicated and guided by our Mission and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION SUMMARY

UD is currently seeking a Controller/Data Protection Officer (DPO) who will be responsible for oversight of accounting and reporting activities. This position will lead all day-to-day accounting operations of the University and supervise a team including functional responsibility over accounting, accounts payable, payroll, purchasing, grant accounting and endowments. The Controller/DPO will ensure that the University has systems and procedures in place to support effective program implementation and conduct flawless audits. In addition, this position will be a key contributor in the continual improvement of business processes and be responsible for providing guidance on data protection regulatory requirements and relevant privacy laws.

PRIMARY RESPONSIBILITIES

• Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements. Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legal legislation; enforcing adherence to requirements.
• Manage the accuracy and productivity of day-to-day activities of accounts payable, fixed asset records, payroll, general & entity accounting, cost accounting, purchasing and endowments.
• Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
• Oversee the accounts payable function ensuring full compliance with University policies and procedures.
• Oversee all purchasing activities ensuring full compliance with University policies and procedures.
• Oversee all payroll activities ensuring full compliance with university policies and procedures.
• Oversee the data protection responsibilities within the university and ensure compliance with university policies and procedures, and data protection regulations.
• Supervise compliance and reporting of quarterly/annual endowment reporting on endowment funds, corporate and foundation grants.
• Reviews Gift Agreements with which each endowment fund is controlled.
• Under direction of the CFO, interfaces with external accounting and auditing entities, banks, credit card companies, and external vendors.
• Ensures the accurate and timely processing of all accounting transactions and compliance with Federal, State, Department of Higher Education and College regulations and policies and generally accepted accounting practices.

MINIMUM REQUIREMENTS
• Bachelor’s degree in Accounting or Financial Management; Master’s or CPA preferred.
• Seven years of progressively responsible general accounting experience, two of which was supervisory. Experience in non-for-profit preferred.

BENEFITS
UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: https://hr.udallas.edu/apply/

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.