

MSU Bookstore, Inc.
Controller
Revised: 5/29/24

Overview

Incorporated in 1931, Montana State University Bookstore, Inc. (MSU Bookstore), is a student-faculty owned not-for-profit that serves Montana State University and the surrounding Gallatin Valley.

As a student-faculty owned 501(c)3, the MSU Bookstore seeks to provide the lowest possible pricing on textbooks for our students. This is done through rebating the excess profits of previous years' sales back to our student owners through aggressive textbook discounting. This ongoing mission has allowed us to be a national leader in offering competitive course material prices to our students.

Each MSU Bookstore employee is expected to promote an atmosphere of courtesy and respect within the MSU Bookstore team by demonstrating positive leadership skills that build up the culture within the MSU Bookstore. Some of these skills include such things as collaborative problem-solving, calm, and inclusive speech, and approaching all projects as a team. It is also a baseline expectation that all MSU Bookstore employees celebrate our customers by engaging, advocating for, and contributing to the feeling of acceptance and inclusiveness for all MSU Bookstore customers and employees.

Primary Purpose

Under the direction of the CEO, the MSU Bookstore, Inc. Controller is responsible for working closely with staff to manage budgets and is responsible for all aspects of financial management and audit standards for the organization and its subsidiaries. This will include overseeing financial statements, invoices, accounts payable and accounts receivable. Their duties include compiling financial reports based on financial statements and implementing policies and procedures for financial reporting. The Controller is also responsible for overseeing cash flow and providing cash flow analysis and projections for the corporation. This is an executive-level position that works closely with other members of the corporation's executive team.

The Controller oversees a team consisting of accounts payable and accounts receivable and may also take the lead in certain projects as delegated by the CEO.

The MSU Bookstore Controller position is a communication-based role that requires successful interaction with Bookstore staff (including student employees), the campus community (staff, faculty, and alumni), and the public.

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This position requires strong multi-tasking skills, the ability to solve problems in a calm and respectful manner, and the capacity to lead by example in a professional, high-traffic retail environment.

Essential Duties

1. Management of a comprehensive budgeting process, works with CEO and other members of the Executive team to develop program and project specific budgets that align with overall revenue and expense plans for the fiscal year.
2. Responsible for fixed asset accounting using Asset Tracker, including tracking and recording capital additions and disposals, calculating depreciation, ensuring approval for capital expenditures; adjusts the general ledger to reflect proper balances of fixed assets. Oversees the fixed asset policy to ensure compliance with regulations.
3. Oversees the accounts payable process, ensuring accuracy when reconciling purchase orders and vendor invoices for payment. Prepares AP reports for CEO review prior to processing payments. Oversees/maintains ACH records for all vendors as part of the AP process.
4. Oversees accounts receivable process, including reviewing the entry and posting and payments.
5. Preparation and distribution of key financial reports for management and the Board of Directors.
6. Under the direction of the CEO, oversees the implementation of internal controls related to accounting and cash management.
7. Develops written accounting policies and procedures to ensure regulatory policy compliance and active risk management.
8. Performs month-end and quarterly financial close, including recording payroll, inventory, receivables, payables, fixed assets, investments, and loan schedules. Troubleshoots and resolves accounting issues discovered through this and other processes.

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9. Under the direction of the CEO, manages the audit process, including overseeing the annual physical inventory, cycle counts, and other year-end obligations. Works directly with the CEO and auditors to provide required documents to successfully complete the annual audit. Oversees implementation of audit recommendations as necessary.
10. Works with the CEO and audit team to present the audit findings to the Board of Directors.
11. Monitors and ensure the MSU Bookstore, Inc. stays in compliance with changes in accounting standards, financial management, and business process improvement.
12. Contributes to the education and professional development of Accounting department staff and product buyers in accordance with the corporation's professional development planning set forth by the Chief Wellness Officer.
13. Works with the CEO to administer, manage, and maintain compliance with all private and government grants and donations.
14. Under the direction of the CEO, may participate in contract negotiations and management as needed.
15. Maintains an understanding of PCI Compliance guidelines and completes annual mandatory certification.
16. Operates a cash register, performs merchandise returns and completes other tasks associated with Bookstore operations.
17. Required to comply with all federal, state, and local laws related to Title IX, mandatory-reporting requirements, FERPA, FLMA, FLSA (Fair Labor Standards Act), HIPPA, HEA, and other Federal employment, higher education, and workplace laws.
18. Demonstrates a high-level of emotional intelligence and the ability to de-escalate combative situations in a calm and collaborative manner.
19. Participates in annual bookstore physical inventory.
20. Works weekends and evenings during specified times of the school year as needed.

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21. Participates in the store opening and closing rotation, stadium shifts, and special event store coverage.
22. Other duties as assigned.

Position Requirements

- The ideal candidate will be a Certified Public Accountant
- Experience working with accounting software such as Sage Intacct
- Not-For-Profit experience preferred.
- Master of Business Administration preferred.

Working Conditions

- May require regularly lifting up to 50 pounds.
- Role requires standing for long periods of time during shift.
- Requires a variety of repetitive motions including squatting, bending, gripping, and kneeling.
- Regular communication via phone, email, and in-person is required.

Knowledge, Skills and Abilities (KSAs):

- Excellent customer service skills, along with excellent interpersonal, written, phone and e-mail communication skills, including the ability to work with diverse populations.
- Intermediate working skills of word processing, spreadsheets, email, and database applications, typically within the Microsoft Office Suite.
- Detail-oriented with the ability to be flexible, manage multiple tasks and shifting priorities, work under pressure and meet deadlines.
- Ability to work independently, be self-directed and work as a member of a team.
- Develops positive relationships and a positive image of the store with the campus and the community to best serve the needs of the students, faculty, staff, and community.

Diversity & Inclusion Statement:

Diversity and inclusion are integral to our mission and values. We are committed to fostering a culture where all individuals are valued, respected, and empowered to bring their authentic selves to work. We believe that diversity of experiences, perspectives, and backgrounds strengthens our organization and drives innovation. We are dedicated to creating a workplace that is reflective of the diverse communities we serve, and we actively seek to recruit, develop, and retain talented individuals from all walks of life. Through our affirmative action initiatives, we strive to ensure equal opportunity for all employees and applicants, regardless of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law. By embracing diversity and inclusion, we are not only enriching our organization but also contributing to a more equitable and just society.