

Interoffice Communication

Date: April 5, 2022
To: Operations and Finance Divisional Staff
From: Pam Cain, Senior Vice President for Operations and Finance
Bonnie Whalen, Associate Vice President for Institutional Financial Strategy
Heather Paris, Associate Vice President for Finance Services
Subject: Controller's Department Restructure

The Division of Operations and Finance leadership team is committed to success, efficiency, and continuous improvement as well as positioning us for the future. We are dedicated to serving campus to the best of our ability and strive to take advantage of every opportunity to provide the right structure for our employees and excellent services to campus.

The leadership team for the Controller's department is focused on performance management, communicating expectations, evaluating outcomes, and promoting a constructive, service-focused culture within the department. This structure supports efficiency and productivity within the department by aligning similar and interdependent functions under single leadership; allowing leaders the flexibility to cross-train and reassign resources to flex workloads during periods of peak activity. Alignment of General Ledger Accounting, SPA (grants accounting) and Compliance under single leadership provides added support to the Fee for Service activities as it pulls in the transactional impacts to Fee for Service (Accounting) with the compliance aspects (both SPA and General University).

After many months of evaluations and discussions, the Controller's Department restructure has been completed in two phases.

Phase 1 of the Controller's department restructure was implemented February 1, 2022. . This phase was detailed in an email from Heather Paris on January 28, 2022 and included:

- The team of Accounting Clerks (Amber Hoversten, Chris Matteo, Jessica Mayland, and Melissa Johnson) moved to Finance Service Delivery to align invoice processing with the functions related to procurement and expense roles.
- Matt Devick, Accountant III, moved to Payroll, Benefits & Tax to align remaining tax accounting activities from the Controller's department with the consolidation of tax functions within

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Payroll, Benefits & Tax department. Phase 2 of the Controller's Department restructure, effective April 1st, includes the following:

- The Controller now reports directly to Bonnie Whalen, Associate Vice President for Institutional Financial Strategy. This reporting structure allows for better alignment and support of financial strategic planning, strategic financial analyses, treasury, and bond financing. The controller position, which is presently vacant, is currently being filled via an open search.
- Campus Organizations Accounting (COA) moved to the Division of Student Affairs. Jamie Barker will continue to lead this team and will report to Rachel Boenigk within the Division of Student Affairs.
- The remaining functions within the Controller's department now align under three primary areas of leadership: Financial Reporting, Financial Systems, and Accounting & Compliance.
 - Financial Reporting - The Financial Reporting function oversees the annual financial report preparation and manages the relationship with the external auditors. This team supports other internal and external reporting requirements as well reporting for bond, pension, and other long-term debt transactions as necessary. Tina Cowles serves as the Senior Manager of Financial Reporting.
 - Financial Systems - The Financial Systems function is responsible for administration of the Workday system, evaluating and recommending best practices for business processes, and providing technical guidance and training to staff within the department. This team is tasked with development and delivery of training to cost center managers and other fiscal officers. Joe Golwitzer serves as the Manager of Financial Systems.
 - Accounting & Compliance - The Accounting & Compliance area has three primary areas of focus: general ledger accounting, general university compliance and sponsored programs accounting (grant accounting) administration. All three leaders of the Accounting and Compliance areas report to Erin Johnson, Associate Controller.
 - The General Ledger Accounting arm of this function is responsible for the transactional impacts to the University's financial systems, including processing, reconciling, and analyzing activity in all balance sheet and major income statement revenue and expense categories. A vacant senior manager of accounting position will be filled via an open search.
- General University Compliance is charged with working collaboratively across the institution to provide training and support to department(s) as it pertains to policy compliance. This function will proactively identify when policies may need

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to be revisited and assessing areas of risk to the institution through regularly performed audit procedures. Fee for Service activities are included under General University Compliance. A vacant manager of compliance position is currently being filled via an open search.

- The Sponsored Programs Accounting (SPA) area remains as currently structured while being charged with evaluating methods for continued process improvements and streamlining of activities. Mindy Stensland continues to serve as Senior Manager of SPA.

Thank you for your time, hard work, and ability to adapt. Please do not hesitate to reach out to any of us with questions.

cc: Administrative Officers