



DARTMOUTH

Search for the Assistant Vice President and Controller

Dartmouth College

Hanover, New Hampshire

THE SEARCH

Dartmouth College, a founding member of the Ivy League and consistently ranked among the country's best research institutions, seeks a new Assistant Vice President and Controller. The Assistant Vice President and Controller (AVP/C) reports to the Chief Financial Officer and is a member of the college's senior finance leadership team.

As the college's chief accounting officer, the AVP/C is responsible for all aspects of accounting and financial reporting, including general costs, grants, capital projects accounting, financial reporting, internal controls, student accounts, policies, and financial compliance. This individual is also responsible for improving and streamlining financial transactions and processes by upgrading technology solutions as necessary. Dartmouth researchers secure approximately \$200 million in external research funding annually, and the college projects \$1.5 billion in operating expenses for FY25, with an endowment exceeding \$8 billion. In this context, the AVP/C plays a vital role in ensuring that all accounting procedures comply with GAAP standards, thereby safeguarding the College's financial integrity and supporting its continued growth and success. As the landscape of higher education continues to evolve and the endowment tax is poised to increase, the next AVP/C must demonstrate the ability to navigate and pivot in this dynamic environment.

The Assistant Vice President and Controller will join Dartmouth at an exciting and pivotal moment. With the recent appointment of a new president and the arrival of a new provost, the College is primed for an exciting era of growth and innovation, driven by strong new leadership to shape its future direction. The AVP/C will be integral in stewarding business collaborations and relationships across the institution, ensuring that Dartmouth remains well-positioned to advance its vision.

Dartmouth has a rich and distinguished history of leadership and innovation in higher education. President [Sian Leah Beilock](#) has redoubled Dartmouth's commitment to leading the field, utilizing the institution's size, scope, and tight-knit community as advantages to forge a bold path in an important moment for higher education. Dartmouth's unique profile blends the energy, resources, and academic rigor of a major research university with a steadfast dedication to undergraduate education across the arts, sciences, and engineering. The College is committed to expanding the scope and impact of its innovations, scholarship, and research, and it consistently leads the Ivy League in the percentage of students who study abroad. In addition, Dartmouth practices need-blind admission, fully meeting the financial need of all undergraduate students and reaffirming its commitment to global engagement and opportunity.

Dartmouth is seeking a candidate who has a strong accounting background and has developed expertise and leadership skills through progressively deeper responsibilities in complex settings. The next AVP/C must have strong people management skills, a transparent communication style, and a desire to find and improve business efficiency. Dartmouth has retained Isaacson, Miller, a national executive search firm, to assist in conducting this important search. Confidential inquiries, nominations, and applications may be directed to the search firm as indicated at the end of this document.

ABOUT DARTMOUTH

Founded in 1769, Dartmouth is a Carnegie-classified R1 research university defined by comprehensive liberal arts education combined with focused graduate programs in medicine, business, the sciences, and engineering. It educates 4,500 undergraduates and 2,300 graduate students in the Arts and Sciences and in its four pioneering graduate and professional schools: the [Geisel School of Medicine](#), the [Guarini School of Graduate and Advanced Studies](#), the [Thayer School of Engineering](#), and the [Tuck School of Business](#). A member of the Association of American Universities (AAU), Dartmouth has forged a singular identity, combining its deep commitment to outstanding undergraduate liberal arts and graduate education with distinguished research and scholarship.

Dartmouth attracts faculty from around the world and ranks among the highest universities in the country in per capita research funding. There are over 1,000 faculty members across the institution, 640 of whom are tenured or on the tenure track. Dartmouth provides a high-intensity research environment with world-class facilities and outstanding extramural support for scholarly activities for faculty and students.

Dartmouth has attracted a talented staff that provides business continuity and ensures ongoing operations at the institution with expertise and devotion. Staff members at Dartmouth also serve as higher education professionals who bring expertise to their respective areas and contribute to the overall strategic mission and vision. Dartmouth currently employs approximately 3,100 full-time and 250 part-time staff members.

FINANCES

Prudent financial leadership and management ensure Dartmouth's resource base remains stable and sustainable for the future. For FY25, Dartmouth forecasts a \$1.5B baseline in operating expenses, and the endowment stands at more than \$8 billion. The organizational structure is mirrored in its budget model. The graduate and professional schools operate as their own independent financial units, with the Deans responsible for revenues and costs, with an assessment back to central administration for shared resources. Currently, the Arts and Sciences budget is considered part of the central university budget, but it will transition to a standalone budget by fiscal year 2027.

On June 30, 2023, Dartmouth concluded [The Call to Lead](#)—the largest and most successful fundraising effort in school history. Drawing broad support from the Dartmouth community worldwide, including 60 percent undergraduate alumni participation, the campaign exceeded its initial goal with more than \$3.77 billion in gifts, resulting in historic levels of investments in the academic enterprise that have significantly expanded the institution's global leadership and impact.

ROLE OF THE ASSISTANT VICE PRESIDENT AND CONTROLLER

The AVP/C serves as a key member of Dartmouth's finance leadership team, serving as the accounting expert for the institution and ensuring compliance with international, federal, and state financial reporting and tax requirements. This individual is responsible for managing all domestic and international tax matters, ensuring compliance with debt covenants, and overseeing interactions with external audit firms. Additionally, the AVP/C handles various aspects of financial regulatory compliance and leads the International Staffing Committee, guiding strategic decisions related to staffing across global operations. The AVP/C also serves as the Finance lead for the Board of Trustees' Audit & Oversight Committee, and provides financial expertise and supports governance processes.

The AVP/C holds primary responsibility for leading multiple departments and functions within the finance division, including Financial Reporting, Tax, Payroll, Campus Billing & DartCard Services, Finance Centers, Fiscal Services, Finance Information Systems, Accounts Payable, and Institutional Accounting. This individual supervises the Executive Director and Directors overseeing these functions, ensuring that each area operates efficiently and effectively. Committed to fostering strong collaboration throughout the institution, the AVP/C ensures a high level of service to campus colleagues, faculty, staff, and students. The AVP/C reports directly to the Chief Financial Officer and has eight direct reports (Director, Financial Reporting; Executive Director, Finance Operations; Director, Payroll; Director, Projects & Systems; Director, Campus Billing and DartCard Services; Senior Manager, Community & Organizational Effectiveness; Tax Manager; and an Employee Compliance Consultant) and oversees a full staff of approximately 50 employees.

KEY OPPORTUNITIES AND CHALLENGES

The primary opportunities and challenges for the Assistant Vice President and Controller include:

Provide strategic leadership of financial and accounting activities to support Dartmouth's educational and research mission

As Dartmouth's principal accounting executive, the AVP/C will provide strategic leadership and vision to ensure the office delivers accurate, timely financial information to support the College's internal financial reporting, planning, and budgeting processes. The AVP/C will ensure that the College's senior leaders have access to accurate and timely financial information essential for advancing Dartmouth's research and educational mission. In collaboration with the CFO, the AVP/C will lead division-wide initiatives within the Finance division, fostering a culture of collaboration and excellence. Additionally, this individual will lead or participate in efforts to provide meaningful financial information to support decision-making by the President, Provost, EVP, and Deans.

Ensure the highest level of financial accountability, compliance, policy and procedures, business systems, and financial reporting

The AVP/C will be responsible for the planning, development, organization, implementation, and evaluation of Dartmouth's fiscal functions. This next leader will ensure timely and accurate budget development and analysis, as well as financial reporting for senior leaders, the Board of Trustees, and state and federal regulators. Additionally, the AVP/C will collaborate with the Office of General Counsel and the Office of Integrity and Compliance to assess financial risk and compliance issues. As the staff lead for the Board of Trustees' Audit & Oversight Committee, the AVP/C will be charged with the planning, preparation, and presentation of Dartmouth's financial statements and supporting materials for board meetings, the annual financial statement audit, retirement plan audits by independent public accounting firms, and any other financial audits that may arise.

Lead a strategic long-term effort to improve the College's systems to increase efficiency

Dartmouth is currently utilizing a legacy financial system and is exploring the potential procurement of a new Enterprise Resource Planning (ERP) solution or an upgrade to the existing ERP. The AVP/C will play a pivotal role in transitioning the College from Oracle to a new ERP system for financial management and reporting. This process will likely involve significant organizational change management, and the successful candidate must be an experienced leader capable of evaluating organizational structures and enhancing processes and systems to effectively meet evolving needs. The AVP/C will keep abreast of the changing finance and accounting landscape and will develop and implement policies and procedures designed to improve the overall financial operation and effectiveness of Dartmouth.

Lead and mentor a team of high performing professionals

Inheriting a talented and collaborative team of finance professionals, the AVP/C will leverage the skills and strengths of the group to uphold its reputation of delivering quality and timely services across the institution. The team thrives on openness and communication, and the successful AVP/C will keep them abreast of current and new initiatives, working to create a connected culture among the staff, despite working in a remote environment. The AVP/C will be an active leader, willing to assist Finance staff when extra hands are required. A proponent of personal and professional growth, the AVP/C will also identify professional development opportunities for the talented group and advocate for the team across campus.

Collaborate with multiple partners across Dartmouth

The AVP/C will possess excellent interpersonal and critical problem-solving abilities to promote a strong sense of financial collaboration while providing sound fiscal analysis and advice. The AVP/C will work closely with professionals throughout the institution to educate them about financial and accounting procedures and to explore how the finance function can more efficiently support activities. This individual must have exceptional communication skills and the ability to articulate financial complexities in ways all stakeholders can easily understand and incorporate into their decision-making processes.

THE SUCCESSFUL CANDIDATE

Dartmouth seeks a strategic, collaborative individual with in-depth experience in a complex higher education environment. The ideal candidate will have a proven track record of leadership in a fast-paced, customer-focused setting.

Key Accountabilities Include:

Leadership and Management (50%)

- Collaborates with the CFO and the Vice President of Finance and Treasury to initiate and lead division-wide activities for the Finance division.
- Primary responsibility for leading several departments and functions within Finance, including Financial Reporting, Tax, Payroll, Campus Billing & DartCard Services, Finance Centers, Fiscal Services, Finance Information Systems, Accounts Payable and Institutional Accounting. Supervises Executive Director and Directors who manage these functions. Assures a high level of service to campus colleagues, faculty, staff, and students.
- Demonstrates a commitment to diversity, inclusion, and cultural awareness through actions, interactions, and communications with others.
- Collaborates with the CFO to promote a culture of diversity, equity, and inclusion with the Finance division. Provides strategic direction to the Manager of Communication and Outreach in these areas.

- Leads or participates in efforts to provide meaningful financial information to support decision making by the President, Provost, EVP and Deans.

Accounting and Compliance (40%)

- Serves as the accounting expert for the institution.
- Responsible for the accuracy, integrity, timeliness, and security of Dartmouth's financial accounting system of record. Identifies and prioritizes the needs for improvement or replacement of core financial systems.
- Collaborates with staff in the Office of General Counsel and the Office of Integrity and Compliance to assess financial risk and compliance issues.
- Key collaborator with leaders of divisions and schools across the institution to provide direction with reporting and compliance on policies, procedures, and internal controls.
- Provides guidance and thoughtful advice to these leaders and their staff on a wide range of financial topics, including process redesign to improve efficiency and reduce risk.
- Collaborates with General Counsel to set annual agenda for Audit & Oversight Committee.
- Leads the International Staffing Committee, working closely with a senior leader from Human Resources. Evaluates requests to pay workers in international locations for institutional risks, including permanent establishment/corporate tax, employment law, intellectual property, and data protection. Establishes and maintains relationships with Professional Employer Organization ("PEO") and other external consultants.
- Ensures compliance with international, federal and state financial reporting and tax requirements.
- Primary contact for all external audit firms. Oversees performance of the annual financial statement audit and retirement plan audits by independent public accounting firms; and other financial audits as may occur. Presents GAAP-basis financial statements and audit results to Audit & Oversight Committee.
- Oversees the preparation and filing of all tax returns and coordinates the annual external financial, Uniform Guidance, and NCAA audits. Responds to requests for information from internal and external sources regarding Dartmouth's financial reports. Reviews Dartmouth's annual Form 990 and 990T with Audit & Oversight Committee prior to filing.
- Collaborates closely with the COO of the Investment Office to ensure all compliance, tax, accounting and reporting requirements are met, particularly as they relate to new types of investments.
- Establishes institutional policies covering a broad range of financial business activities.

Other (10%)

- In conjunction with the CFO and VP for Finance and Treasury, provides support for the management and administration of Dartmouth's debt portfolio. Works with underwriters, bond

counsel, and other third parties on the issuance of commercial paper, tax-exempt bonds, and other debt obligations.

- Stays abreast of changes in accounting standards, applicable tax laws and other regulations. Participates in peer and industry organizations to develop and monitor changes in financial policies, internal controls, and best practices.
- Provides leadership and direction on the design, review, and implementation of institutional financial systems projects.

Minimum Qualifications:

- Excellent team leadership and interpersonal skills with all levels of administration and staff.
- Ability to use influence and leadership to affect change in a complex and decentralized environment.
- High degree of initiative; superior problem-solving skills. Ability to work independently as well as collaboratively.
- Excellent oral and written communication skills
- Highly developed degree of ethical standards, confidentiality, tact, and judgment.
- Broad and thorough knowledge of GAAP, FASB, and industry reporting standards.
- Experience administering and using large, complex financial accounting systems.
- Demonstrated competence in process redesign through the use of automated systems and change management techniques.
- Familiarity with state and federal tax regulations as they apply to colleges and universities.
- Bachelor's degree, CPA, and ten years of progressive experience in a financial management position.
- Commitment to diversity and to serving the needs of a diverse community.

Preferred Qualifications:

- MBA or advanced degree preferred.
- Experience with higher education or large not-for-profit organizations preferred.
- Familiarity with Oracle and Hyperion applications a plus.

APPLICATIONS, INQUIRIES, AND NOMINATIONS

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, referrals, and CVs with cover letters should be sent via the Isaacson, Miller website for the search: <https://www.imsearch.com/open-searches/dartmouth-college/assistant-vice-president-and-controller>.

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Dartmouth College is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of sex, race, color, religion, age, disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, gender expression, or any other category protected by applicable law, in the administration of its educational policies, admission policies, scholarship and loan programs, employment, or other school administered programs. Applications by members of all underrepresented groups are encouraged.