



Controller – Position Description

The Lonestar Education and Research Network (LEARN) is a consortium of 43 organizations throughout Texas that includes public and private institutions of higher education, community colleges, the National Oceanic and Atmospheric Administration (NOAA), Texas State Library and Archives Commission (TSLAC), and K-12 public schools. The consortium, organized as a 501(c)(3), connects these organizations, and over 300+ affiliated organizations, together with high performance optical network services to support their research, education, healthcare, and public service missions. LEARN provides Layer 1 and MPLS transport services. It also provides IP connectivity to a global research network through Internet2 and other networks, and commercial Internet services (CIS) to its members.

This position reports to LEARN's Chief Financial Officer (CFO).

This position will lead all day-to-day finance and business operations of a budget of \$7 million. Since LEARN operates as a 501(c)(3) organization, this position not only oversees, but is responsible for ensuring the financial processes maintain compliance set forth by state and federal requirements. This position supervises a team of 1 staff, various independent contractors, and student interns. The Controller will be involved in supporting and preparing presentations to the board and various committees. This position will partner with the CFO, senior leadership, and staff to enhance and better integrate and automate finance functions while ensuring LEARN has the appropriate systems and procedures in place to support strict internal control.

Position Location: This position requires the candidate to operate from a home office located in Texas in a virtual office environment. Out of state candidates may be considered based on qualifications.

Travel Requirements: Travel to LEARN's office in Lubbock, Texas, and member locations throughout the State of Texas regularly. Travel to events and meetings outside of Texas occasionally.

Salary Range: Salary commensurate with experience.

Responsibilities and Duties:

- Oversee all accounts, ledgers and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for all financial functions.
- Coordinate annual audit with independent audit firm.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.

- Analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements and management reports; monitor progress and changes and keep senior leadership and board members informed of financial status.
- Assist CFO in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for grant authorities.

The individual will work in a small team environment but will have significant interaction with members ranging from K-20, higher education, and other networks. Frequent interaction with network, fiber & service providers, and with other regional and national networks. As a member of the LEARN team, the Controller will provide leadership in strengthening internal communications with staff at all levels throughout the organization and create and promote a positive and supportive work environment.

Position Qualifications:

Required Qualifications:

- Bachelor's degree with minimum of 7 years of accounting and/or directly related experience.
- Demonstrated experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- Demonstrated experience gathering, evaluating, presenting, and reporting financial information to executive teams and external stakeholders.
- Proven oral and written communication skills
- Technology savvy with experience with NetSuite or similar accounting/ERP software, Microsoft Office applications, with heavy use in Excel.
- Analytic, organization and problem-solving skills which allows for strategic data interpretation versus simple reporting.

Preferred Qualifications:

- Certified Public Accountant (CPA) licensed in the state of Texas
- Experience with grant management as it relates to compliance and financial reporting of government grants.
- Prior experience with nonprofits.
- Prior experience with federal E-Rate program.
- Prior experience working with higher education.
- Prior experience working with Research & Education (R&E) networks, or in the networking/telecommunications service provider industry.

To apply for this job, please submit a cover letter, resume, and application (found on the next page) in PDF format to jobs@tx-learn.net with "Controller" as the subject line.

This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

888-897-7781

www.dhs.gov/E-Verify

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



E-VERIFY IS A SERVICE OF DHS AND SSA

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AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Qualified applicants are considered for employment without regard to race, color, religion, gender, national origin, age, mental or physical disabilities, marital status, veteran status, sexual orientation, gender identity and/or expression, genetic information, or any other characteristic protected by applicable law. All employment decisions shall be consistent with the principles of equal opportunity employment. Accommodations to enable all individuals to participate in the application process may be provided upon advance request.

ANSWER ALL QUESTIONS - PLEASE PRINT

Applicant's Name (Last) (First) (Middle)*		Date of Application	
Are you known by any other names or aliases, including a maiden name?* <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what name(s) are you known by?			
Applicant's Current Address (Address, City, State, Zip)*			
Applicant's Email Address			
Date of Birth*	Telephone	Date Available for Work	
Position(s) Applied For (List Job Titles)		Status Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
Referral Source <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency <input type="checkbox"/> College/Career Placement Office <input type="checkbox"/> Job Fair <input type="checkbox"/> Employee <input type="checkbox"/> Other			
Have you filed an application or been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes give date(s)			
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you eligible to be lawfully employed in the United States (proof of citizenship or immigration status will be required upon employment)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status, etc.) to work legally for our Company in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
List any friends or relatives employed by the company.			
What is the relationship?			
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, provide all detail**			

**Conviction of a crime will not automatically disqualify you from employment.

EMPLOYMENT EXPERIENCE (List relevant work experience. Start with your present or last job. Include military service assignments and volunteer activities)

Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
1	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			
Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
2	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			

Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
3	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			
Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
4	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name or do you have a maiden name? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			

REFERENCES (List professional references only. Do not list friends or relatives)				
Name and Title		Address / Phone Number		
Education	Name and Address of School	Course of Study	Did you Graduate?	List Diploma / Degree
High School				
College				
Other (Specify)				

PRE-EMPLOYMENT STATEMENT	
<p>I represent that my responses set forth in this application are truthful, accurate, and complete. Any and all false or inaccurate statements made by me in this Application or otherwise during the employment evaluation process shall be grounds both for rejecting my Application for employment and, should I be hired by Company, termination of my employment.</p> <p>I authorize representatives of Company to contact educational institutions and employers designated in this Application for purposes of verification and investigation of my educational and employment background and performance. Such individuals and organizations are authorized to release such information as may be requested by a Company representative. I hereby release all such persons from liability or damages incurred as a result of furnishing such information. I understand that an unsatisfactory reference shall be grounds both for rejecting my Application for employment and, should I be hired by Company, termination of my employment. Should I be employed by Company, I understand that I could be subject to an outside probe if accused of wrongdoing.</p> <p>Submission of the application does not entitle me to be interviewed by Company. Further, nothing in this Application or in the employment evaluation process shall be construed as either an offer of employment or an obligation on the part of Company to provide any benefit to me. Should I be employed by Company, I agree to comply with any and all employment rules and policies of Company.</p> <p>After reading all of the terms of this application. I hereby affirm that I understand and agree to the provisions of the same. I also agree that my employment with the Company is on an "at-will" basis, meaning that such employment may be permanently discontinued by either the Company (through discharge or lay/off) or myself through voluntarily quitting at any time without notice and without any recourse of any kind by either party.</p> <p>I affirm the information in this application is true and complete, and any intentional deception herein may be considered sufficient cause for dismissal.</p>	
Date*	Applicant's Signature*
*Required for Background Check	