



fei[®]

financial executives
international

arizona chapter

CONTROLLER OF THE YEAR

2019
SUBMISSION GUIDELINES

We would like to acknowledge and thank the following event partners:

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The FEI Arizona Chapter's 2019 Controller of the Year Award is presented to those individuals who have made a major impact within their company, have achieved success in the company's growth and profitability, and have shown exemplary leadership skills throughout their career. Eligible nominees are individuals who have served as a Controller or Director of Accounting with a publicly listed, privately held or non-profit entity based within the state of Arizona. All nominees must be acknowledged and endorsed by their CFO or CEO.

AWARD CRITERIA

Professional Experience

Demonstrated Controllorship technical expertise

Please submit a one-page statement that outlines the main responsibilities associated with the nominee's position.

Leadership / Team Development

Improvement of interdepartmental relationships and growth of other finance and accounting professionals.

Submit a summary that provides specific examples of the nominee's three most impactful leadership accomplishments within their current role. Include a description of personal contributions to the careers of their team members bringing success to the organization such as how they supported their team members' careers and skill development, development of training programs, cross discipline learning experiences or ability to empower and inspire team members. Include details on how these accomplishments impacted the intercompany relationships between departments, improved communications and added value to the company as a whole.

Planning and Budgeting

Partnership with business segments to create effective budgets and progress reporting.

Provide a summary on the nominee's budgeting and forecasting the relevant changing circumstances of the business/industry and the related analysis.

Control and Reporting

Initiatives developed and undertaken to strengthen the internal controls of the environment and financial reporting.

Identify how the nominee improved financial reporting quality, timeliness and relevance while staying within the ethical standards and using best practices. It is also requested that examples be provided on how the nominee followed all current standards, rules and regulations qualifying himself/herself to be relevant and reliable.

Innovation

Demonstrating creative solutions to existing business challenges that add significant value to the organization.

Describe the nominee as an innovator and how they have transformed/shaped the successful financial performance of an organization by contributing to the tactical direction. Please also highlight their specific role in the organizational approach to its employees, customers and overall financial processes.

ELIGIBILITY REQUIREMENTS

- Nominee must be the Controller or Director, Accounting.
- Nominee must be based in an Arizona office.
- Nominee must have held their role with their current employer for a minimum of 18 months as of October 9, 2018.
- The nomination must be acknowledged and endorsed by the nominee's Chief Financial Officer (if the position exists within the Company) or Chief Executive Officer.
- The nominee must be an FEI eligible member*.

NOMINATION PACKAGE REQUIREMENTS

PERSONAL AND CAREER INFORMATION

Nominee's Information

- First name
- Last name
- Title
- Organization
- Dates of employment (in current role)
- Business address
- Business phone number
- Preferred phone number
- Email address
- CEO/CFO's name and contact information (address, phone and email)
- Company revenues (estimate)
- FTE headcount

Biography

- A detailed biography or resume, outlining career history and credentials.

Photograph

- A recent photograph (a head-and-shoulders business photograph – minimum 300 dpi).

References / Resources

- Please include a letter of recommendation from **CEO or CFO** (if the position exists within the company), a letter of recommendation from **at least one department leader** and a letter of recommendation from **at least one direct report**.

*FEI eligibility is defined as the following qualifying Company criteria:

\$2 million in net worth, or \$6 million in capital (combined net worth and long-term debt), or \$10 million or more in annual revenues.

\$8 million in operating expenses

\$200 million in total assets (Financial institutions)

\$40 million total assets (Government corporations / authorities)



SUBMISSION MATERIALS CHECKLIST

Please include one copy of each of the following by November 9, 2018.

Note that submission materials will not be returned.

Part A: Personal and Career Information

- Nominee's Information
- Biography
- Photograph
- References/Resources

Part B: Award Criteria

- Professional Experience
- Leadership / Team Development
- Planning and Budgeting
- Control and Reporting
- Innovation

Please submit all information one of two ways:

MAIL:

FEI Arizona Chapter
ATTN: Controller of the Year
7225 W. Oakland Street
Chandler, Arizona 85226

EMAIL:

FEI Arizona Chapter
admin@feiaz.org

Confidentiality

Nominee information will only be used for determination of the award. All information will be kept confidential and will be used only by the panel of judges.

FREQUENTLY ASKED QUESTIONS

- **Is there any fee to nominate a candidate in FEI's Financial Executive of the Year Award program?** There is no entry fee to participate.
- **Does a nominee have to work for a public company to be eligible for nomination?** No, nominees may work for a public, private or non-profit organization.
- **Is there a minimum term of service required in the nominee's current role?** Yes, nominees must be in their role with their current employer for a minimum of 18 months as of October 9, 2018.
- **What is the deadline for all nominations?** Nominations close on November 9, 2018.
- **Who will be judging the entries?** A distinguished panel of judges, who are completely independent of the FEI Arizona Chapter Board of Directors and FEI Arizona Chapter Sponsors, will be selected to review each entry for Controller of the Year Award.
- **How will I know if my nomination has been received and processed?** Upon receipt of a completed nomination, either the nominator or nominee will receive an email thanking them for their submission and letting them know if they became a finalist.
- **How will the Award recipient be notified?** The nominee will be selected by our Judges and will be announced at the FEI's January Meeting on January 9, 2019 at the Phoenix Country Club in Phoenix, Arizona.
- **Where can I get more information about the Award?** Please direct any questions related the nomination process to the FEI Arizona Chapter via email, admin@feiaz.org.



CONTROLLER OF THE YEAR

NOMINATION FORM

Completed nomination packets, including the nomination form, are to be received by November 9, 2018. All information will be kept confidential and will be used only by the panel of judges.

NOTE: ALL FIELDS ARE REQUIRED.

NOMINEE INFORMATION

First Name _____

Last Name _____

Company _____

Tenure _____

Official Title _____

Company Address _____

City _____

Zip Code _____

Phone Number _____

Email Address _____

Additional Comments (optional)

NOMINATOR INFORMATION

First Name _____

Last Name _____

Title _____

Company _____

Company Address _____

City _____

Zip Code _____

Phone Number _____

Email Address _____

Relationship to nominee _____

Additional Comments (optional)