



POSITION DESCRIPTION

ASSISTANT CONTROLLER

Division: Finance and Administration

Reports to: The Controller

Classification: Staff

Revised: April 29, 2020

Reporting to the Controller, the Assistant Controller requires advanced knowledge of accounting principles, internal controls, financial recordkeeping, and reporting. Professional judgment, substantial independence and excellent communication are required. Perform a full range of professional accounting functions as needed.

RESPONSIBILITIES:

- Candidate assists the Controller in supporting the University's enterprises through cost accounting, budget control and analysis.
- Ability to oversee accounts payable involving supervision, monitoring for accuracy, completeness and compliance with policies, procedures and internal controls.
- Serve as overseer of the P-Card process and assist in managing users, and monitor monthly expense reporting
- Ability to monitor and coordinate fund accounting for the endowment, gifts, and restricted grants in accordance with generally accepted accounting principles, federal/state regulations, University policies/guidelines and sound business practices.
- Candidate ensures integrity of general ledger posting and entries to the Microsoft Dynamics Great Plains general ledger.
- Aptitude to resolve accounting discrepancies and irregularities.
- Capability to coordinate budget transfers and adjustments with human resources and payroll.
- Assist in annual and quarterly financial preparation and audit process.
- Candidate oversees and supervises Perkins Student Loan process, reconciliation and reporting.
- Assist in maintenance of University's investment pool by examining, analyzing and reconciling consolidated pool and pledges
- Maintain insurance policies, process insurance invoices and associated filings.
- Perform other duties within the range of his/her qualifications, as assigned by the immediate supervisor or any higher authority to which the supervisor reports.

SUPERVISION GIVEN:

Exercise full supervisory authority, directly and indirectly over Accounts Payable and Accounts Receivable staff.

SUPERVISION RECEIVED:

Direction and general supervision is received from the Controller.

MINIMUM QUALIFICATIONS:

- An earned bachelor's degree in accounting, finance, business, or other appropriate discipline, 3-5 years of relevant technical and administrative experience, advanced degree or CPA a plus.
- Possess a broad base of technical knowledge related to accounting, auditing and non-profit fund experience desirable.
- Ability to function in a highly complex business environment, including strong computer skills.
- Demonstrated experience in communicating effectively and working in a team environment, with an emphasis on problem solving, taking ownership of work and providing excellent customer service.
- Professionalism and integrity of the highest order.
- Demonstrated understanding and commitment to the Mission of the University
- Preferred education and experience based on requirements that are job related and consistent with business necessity.

KNOWLEDGE, SKILLS AND ABILITIES:

- Self-starter, ability to communicate effectively in written and oral form.
- Strong interpersonal skills with ability to advocate for and support the academic, personal and professional needs of the University.
- Ability to collaborate with faculty and staff and maintain collegial relations.
- Flexibility and adaptability in an emerging and changing environment.
- Ability to maintain confidentiality and manage confidential information.
- Computer skills and proficiency with a variety of computer applications including word-processing, and reporting platforms, as well as online calendaring and email.

This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

This position classification has been defined as exempt and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).