AUBURN
Human Resources

Assistant Controller
Job Description

JOB INFORMATION

Job Code	KA18
Job Description Title	Assistant Controller
Pay Grade	FO15
Range Minimum	$109,260
33rd %	$142,030
Range Midpoint	$158,420
67th %	$174,810
Range Maximum	$207,590
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/7/2020

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

JOB SUMMARY

Reporting to the Associate Vice President for Financial Services/Controller, responsible for the preparation, review, analysis, and maintenance of the financial records of Auburn University, including the four divisions of main campus, Auburn University at Montgomery, Alabama Agricultural Experiment Station, and Alabama Cooperative Extension Service, in conformance with Auburn University policies, Generally Accepted Accounting Principles (GAAP), applicable Governmental or Financial Standards, and Federal and State laws and regulations. Responsible for a combined budget of approximately $1.5 B, assets totaling approximately $3.5 B, and liabilities totaling approximately $2.5 B. Administers the day-to day operations of the Financial Reporting work unit of the Controller's Office, oversees multiple audit processes, and manages month-end and fiscal year-end accounting activities.

RESPONSIBILITIES

- Responsible for the preparation, review, analysis, and maintenance of the financial records of Auburn University, including oversight for the four budgetary/reporting divisions of the University: AU main campus, Auburn University Montgomery (AUM), Alabama Agricultural Experiment Station (AAES), and Alabama Cooperative Extension System (ACES). Carefully reviews unexpected variances and resolves discrepancies in financial records. Routinely collaborates with Business & Finance units across campus to further investigate and/or provide explanations of variances between years. Oversees the development, review, and analysis of various financial metrics to track AU's financial position.
- Manages month-end and fiscal year-end activities including general ledger close, preparation of journal entries, and review and approval of staff journal entries. Prepares and/or reviews and approves monthly general ledger account reconciliations prepared by staff. Participates in quarterly Financial Liaison meetings with directors and other departmental unit leaders to discuss policies, procedures, practices, audits, and other relevant projects.
- Recruits, selects, hires, trains, develops, and directly manages the performance of a team of four (4) Accountants supporting the Financial Reporting function and indirectly oversees the financial reporting function executed by the Financial Reporting and Property Services Manager. Manages and supervises the day-to day operations of the Financial Reporting work unit, including assigning responsibilities, tasks and projects to accounting staff.
- Coordinates standard and unannounced fiscal audits, including scheduling and assisting federal, state, external, and internal auditors in the completion of the applicable audit. Provides and/or coordinates responses for any audit findings or questioned variances. Upon the completion of each audit process, considers, reviews, and analyzes findings and other feedback, and implements revisions to practice, policy, or procedure, as warranted, to ensure continuous improvement in the University's accounting, documentation, and reporting efforts. Presents findings, financial summaries, and recommendations to senior leadership.

RESPONSIBILITIES

- Supervises and assists in the preparation of specialized financial requests, annual audited financial reports, as well as local, state and/or federal reporting requirements, in accordance with applicable Governmental Accounting Board (GASB) or Financial Accounting Standards Board (FASB) accounting standards.
- Responsible for the internal control structure and proper accounting of one of the University's component units, Auburn Research & Technology Foundation (ARTF). Coordinates and incorporates ARTF as well as the University's other component units, Auburn University Foundation (AUF), Auburn Alumni Association (Alumni) and Tigers Unlimited Foundation (TUF) into the University's financial statements. These entities are governed by FASB pronouncements.
- Provides functional oversight of Banner Finance module, including participation in testing for new upgrades and modifications, configuration, training, data management and integrity and liaises with the Office of Information Technology, as warranted. Oversees maintenance of chart of account elements in financial system. Develops new queries and reports, as needed, to evaluate financial data.
- Assists in setting the strategic direction for the central Accounting function which cascades into the four divisions of the University. Administers approved accounting and financial policies and procedures of the University, and assists in the research, development, and implementation of new policies, procedures, and workflows. Serves as the liaison to the University community for communication and training of various accounting and financial policies and procedures. Promotes education through Human Resource Development courses to assist with the interpretation and implementation of Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements.
- Participates in various university projects and committees. Acts in place of the Associate Vice President for Financial Services/Controller as requested.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Accounting	and	8 years of	Experience in public or managerial accounting with progressively increasing levels of responsibility and accountability. Must have at least 2 years of experience directly supervising or managing full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Expert knowledge of accounting, budget, and financial principles, regulations, and best practices in accordance with Generally Accepted Accounting Principles (GAAP) to include the analysis of financial data.	
Working knowledge of the implementation of Governmental Accounting Standards Board (GASB) or Financial Accounting Standards Board (FASB) pronouncements as well as the Office of Management and Budget's Uniform Guidance.	
Skills in financial data analysis, critical thinking, organization, collaboration, attention to detail, teamwork, oral and written communication, and problem-solving.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Abilities to review financial data and properly report requested items to the federal or state governments, read and interpret existing and new accounting standards as well as federal and state rules and regulations, and to see information in print and/or electronically.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)	Current Certified Public Accountant License in the State of Alabama. (Applicants who are currently licensed in a different state are required to file for reciprocity within one (1) year of hire or transfer.)	within 1 Year	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.