AUBURN
Human Resources

Assoc VP, Financial Services/Controller

Job Description

JOB INFORMATION

Job Code	KA46
Job Description Title	Assoc VP, Financial Services/Controller
Pay Grade	FO18
Range Minimum	$182,500
33rd %	$243,340
Range Midpoint	$273,750
67th %	$304,170
Range Maximum	$365,000
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/8/2018

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the VP of Business & Finance/CFO, the Asst VP of Financial Services/Controller serves as the chief accounting officer for the University and is responsible for the leadership and management oversight of accounting, financial reporting and financial internal control operations of the University. The areas of oversight include financial reporting, tax compliance, property, surplus, student financial services, procurement and business services, contract and grants accounting, endowment investment office and cash management. This position leads the development and implementation of sound financial policies and procedures, works with external auditors, and coordinates the fiscal year end audits and tax preparation. This position directly manages the Directors of Student Financial Services, Procurement and Business Services, Contracts and Grants Accounting, Endowment Investment Office, and Cash Management. In addition, this position directly manages the Asst Controller, Property Manager, Surplus Manager, and the Tax Compliance Manager.

RESPONSIBILITIES

- Oversees financial reporting and financial internal control operations of the University to safeguard assets, accounting principles and practices necessary to ensure adequate internal and accounting controls, and supports the University in meeting its financial and strategic objectives.
- Oversees the coordination of the annual audit of the independent CPA firm, and oversees the completion of the financial statements and footnotes, supporting schedules and analyses, and ensures auditors are provided with all requested documentation, as required.
- Ensures compliance with a variety of externally-imposed financial recording and reporting regulations and specifically oversees the preparation and accurate reporting of all required federal and state tax returns.
- Develops and maintains the University's financial accounting system to account for the receipt and expenditure of all funds and to report operating results to the administration and external agencies. Maintains the chart of accounts, including the determination of proper classification of accounts.
- Provides leadership to the Director of Contracts and Grants Accounting and oversees Contracts and Grants Accounting to ensure internal controls over federal awards and compliance with Uniform Guidance requirements are in place and enforced University-wide.
- Provides leadership to the Director of Cash Management and the Director of Endowment Investment Office and oversees the offices of Cash Management and Endowment Investment to ensure the safety of investments, along with the maximization of return on investments.
- Provides leadership to the Executive Director and Directors of Student Financial Services and oversees the Student Financial Services, ensuring compliance with all federal, state, and institutional financial aid regulations, policies and procedures, including the return of Title IV Funds processes and all required reports.

RESPONSIBILITIES

- Provides leadership to the Director of Procurement and Business Services and oversees the Office of Procurement and Business Services to ensure that resources are spent in accordance with state and federal laws and in the most efficient manner possible to ensure best use of financial resources.

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	Supervises others with full supervisory responsibility.

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	in Accounting or Finance.	and	10 years of	increasingly responsible professional experience and management in higher education or similar institutions. Experience envisioning and implementing transformational change, with the ability to think strategically and implement discipline in accounting processes to ensure sound financial reporting, and to analyze new opportunities. This position requires poise, presence, and strong interpersonal skills to interact with a variety of constituents and stakeholders, and to establish productive working relationships with other senior administrative leaders, deans, faculty, staff and students. Must have the ability to build, nurture, and retain a strong team of professionals. Represents the University at professional organizations, conferences, and University-sponsored functions. Possesses excellent problem solving, analytical and business skills, and strong project management skills to meet deadlines and work effectively with others.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting standards related to higher education and federal, state, and local laws and regulations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)		Upon Hire	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.