
Auburn University Job Description

Job Title: **Assoc VP, Financial Svcs/Controller**

Job Family: No Family

Job Code: **KA46**

Grade FO18 \$164,300 - \$328,600

FLSA status: Exempt

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.

Essential Functions

1. 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.
 2. 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.
 3. 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.
 4. 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.
 5. 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.
 6. 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.
 7. 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.
 8. 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.
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Auburn University Job Description

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Accounting or Finance.
Experience (yrs.)	10	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.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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

Certification or Licensure Requirements

Certified Public Accountant

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

.Job frequently requires sitting, talking, hearing, handling objects with hands

Auburn University Job Description

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 8/8/2018

