
Auburn University Job Description

Job Title: **Asst Controller**
Job Code: **KA18**
FLSA status: Exempt

Job Family: No Family
Grade 38: \$78,900 - \$131,600

Job Summary

Maintains and coordinates audits of university financial records and assists in providing leadership and direction for accounting matters for all departments.

Essential Functions

1. Maintains the financial records of the university, including over site of all accounts in all budgetary/reporting divisions of the University.
2. Coordinates and incorporates component units, to include third party units, into the University's financial statement.
3. Supervises and assists in the preparation of monthly financial statements, annual reports, and special financial reports required of Auburn University and any separate units within the university system.
4. Supervises and assists in the issuance of debt, the recording of debt, the budgeting for debt service, and the maintenance of records for all bond issues and other long term indebtedness of Auburn University.
5. Supervises and assists in the maintenance of records and the reporting of all construction in progress, including monitoring actual expenditures and reporting and tracking funding issues related to all projects.
6. Coordinates audits, including scheduling and assisting federal, state, external, and internal audits.
7. Supervises the preparation of unrelated business income tax, federal excise taxes, and sales taxes.
8. Assists and directs employees in the preparation of Auburn University's indirect cost study.

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.

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.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Bachelor's Degree in Accounting or a Bachelor's Degree in any related field and a Master's of Accountancy or licensed as a Certified Public Accountant
Experience (yrs.)	7	Experience in public or managerial accounting

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of accounting and budget principles, practices, and the analysis of financial data and knowledge of SAS 112.

Certification or Licensure Requirements

Certified Public Accountant if Bachelor's Degree or Master's Degree is not in accounting.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

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

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 4/8/2010
