
Auburn University Job Description

Job Title:	Controller	Job Family:	No Family
Job Code:	KA22	Grade 40:	\$104,500 - \$174,200
FLSA status:	Exempt		

Job Summary

Responsible for providing the overall leadership and direction for accounting matters for all divisions of the University, including ensuring financial reporting is accurate, timely, and compliant with all accounting standards, overseeing audits, coordinating accounting matters with related entities, and ensuring compliance with federal and state regulations and law.

Essential Functions

1. Oversee and monitor the University's financial condition and reporting requirements, including but not limited to, annual financial reports and other recurring and special reporting as needed to ensure that financial information is recorded and reported according to Generally Accepted Accounting Principles, Governmental Accounting Standards Board Pronouncements, Financial Accounting Standards Board Accounting Standards Codification, State regulations, and Federal regulations, such as Cost Accounting Standards and OMB Circular A-21, Cost Principles for Higher Education.
2. Oversee all financial and other audits for the University, including negotiation of findings with auditors and development of management responses to findings.
3. Provides leadership and assistance in training other campus units on financial and regulatory requirements, oversees and coordinates accounting and financial matters and serves as a liaison with divisional financial leadership, including AUF, TUF, AAA, ARTF and other related corporations.
4. Oversees the Property Services department, providing direction and supervision to the Director of Property Services in recording, reporting and tracking all University equipment and other fixed assets.
5. Administer and monitor the University's financial policies and procedures for compliance with all federal, state, and regulatory requirements and communicate in a non-technical manner to campus leaders.
6. Oversee matters related to sales tax, unrelated business income tax, federal excise tax, and tax issues related to bonded indebtedness.
7. Leads and coordinates Banner Finance System matters with Business Office departments, OIT, and other campus units to ensure system is functioning properly, upgrades are tested appropriately, and timely and accurate reporting for all purposes is achieved.
8. Assist in special projects and initiatives at the direction of the Associate Vice President for Business and Finance.

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.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Four year degree in Accounting or a four year degree in any related field AND a Master's of Accountancy.
Experience (yrs.)	10	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 Generally Accepted Accounting Principles, Governmental Accounting Standards, Financial Accounting Standards Board Accounting Standards Codification, OMB Circulars A-21 and A-133 and SAS 112.

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 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, and lifting up to 10 pounds.

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

Date: 2/5/2010
