
Auburn University Job Description

Job Title:	Assistant Controller	Job Family:	No Family
Job Code:	KA18	Grade 40:	\$104,500 - \$174,200
FLSA status:	Exempt		

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.

Essential Functions

1. 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.
 2. 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.
 3. 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.
 4. 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.
 5. 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.
 6. 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
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(AUF), Auburn Alumni Association (Alumni) and Tigers Unlimited Foundation (TUF) into the University's financial statements. These entities are governed by FASB pronouncements.

7. Provides functional oversight of Banner Finance module, including participation in testing for new upgrades and modifications, configuration, training, data management and integrity and liases 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.
8. 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.
9. Participates in various university projects and committees. Acts in place of the Associate Vice President for Financial Services/Controller as requested. Executes other duties as assigned.

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	Degree in Accounting
Experience (yrs.)	8	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.

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

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.

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.

Certification or Licensure Requirements

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.)

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, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

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Date: 12/7/2020

