

Finance Job Function

Controller Mgt V

Grade: 59

Job Code: F0159M

Job Family: Accounting

Job Family Matrix: [Accounting \(Finance\) Matrix](#)

Summary

Oversee general accounting and budgetary transactions and operations. Establish policies, procedures and internal controls to ensure compliance

Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Guide financial decisions by monitoring and enforcing policies and procedures
- Prepare and provide leadership, auditors and regulators with monthly, quarterly and annual reporting as required
- Oversee financial budgeting process and prepare and maintain budget to actual reporting throughout the year
- Prepare budgets by establishing schedules, collecting, analyzing and consolidating financial data
- Serve as a key resource for systems, policies, and procedures; may provide training to clients and staff
- Ensure data integrity and mitigate risk
- Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulation

Basic Qualifications

- Bachelor's degree in Accounting or equivalent work experience required
- Minimum of 8 years' relevant work experience
- Supervisory experience

Additional Qualifications and Skills

- MBA or Master's degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced excel skills
- Advanced knowledge of accounting principles and tax regulations
- Demonstrated experience with Financial systems and data query tools

Certificates and Licenses

- CPA Preferred

Physical Requirements

Working Conditions

- Work is performed in an office setting