

## Finance Job Function

### Controller Mgt VI

Grade: 60

Job Code: F0160M

Job Family: Accounting

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

### Summary

Responsible for the strategic direction of accounting, budgeting and control activities within a school or unit. Enhance the control environment by establishing and monitoring effective processes and systems.

### 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
- Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures
- Develop accounting and budgetary control processes
- Responsible for control activities including accounting, budgeting and reporting
- Advise leadership on all aspects of financial matters including regulatory and compliance issues
- Envision and plan systems to address organizational challenges
- Collaborate with University-wide finance leadership to develop accounting processes, policies and procedures
- Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations

### Basic Qualifications

- Bachelor's degree in Accounting or equivalent work experience required
- Minimum of 10 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