Classification Specification for Unclassified Service

Title: Associate Controller

Pay Scale Group: 00-CC

Essential Function

Professional employees that have direct responsibility for overall administration of management policies for the university; the breadth and scope of responsibilities are varied and require an ability to draw upon resources from a number of different units. Jobs in this band require substantial decision making related to complex management policies and general business operations typically having long-term effects and impacting a broad constituency.

Characteristic Duties

Establish long-range objectives and specify the strategies and actions to achieve these objectives;

Develop accounting, budgeting, and reporting policies to ensure compliance with state and federal regulations in conjunction with generally accepted accounting principles;

Design, plan, and implement efficiencies to the financial operating systems of the university;

Provide internal information, analysis, forecasts, and reports to assist management and administration in the performance of their duties;

Other related duties as assigned.

Minimum Qualifications

Bachelor's degree with seven (7) years’ experience; -OR- Associate's degree with nine (9) years’ experience; -OR- eleven (11) years’ experience. Degree must be in Accounting or Finance or related field. Accounting experience is required and must include one (1) year supervision.