Classification Specification for Unclassified Service

Title: Controller

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

Minimum qualifications set by vice presidential area.