THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Controller

DIVISION: Business & Finance

REPORTS TO: Controller

GRADE: 16

SUPERVISES: Grant & Contract Accounting and Student Loan Offices

BASIC FUNCTION:

Responsible for coordinating all financial activities related to federal grants and contracts received by the University, and for various administrative matters which fall within the purview of the Controller's Office.

DUTIES AND RESPONSIBILITIES:

Responsible for the overall functions and operations of the Office of Grant and Contract Accounting and the Student Loan Office.

Represent the University in its financial reporting to numerous federal agencies.

Advise Controller and administrators of the impact of University and federal policies and procedures on federal programs administered by the University.

Assist Controller with general administrative duties associated with Controller's Office. Provide information to other state agencies, such as the Division of Accounts and Controls; develop financial policies and procedures and monitor University compliance to such policies and procedures.

TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.
QUALIFICATIONS:

Bachelor's degree in accounting or a closely related field is required. Minimum of three years of experience in management of an accounting system, preferably involving federal grants and contract activities at a college or university. Attainment of CPA status desirable.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.