UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Controller
DIVISION: Business and Finance
REPORTS TO: Vice President, Administration
GRADE: 18
SUPERVISES: Professional, technical and clerical support staff

BASIC FUNCTION:

Responsible for developing, implementing and maintaining a comprehensive system of internal controls for a $400M budget and $280M assets. Responsible for the maintenance and upgrade of an integrated financial accounting system and for the continuous refinement of administrative controls to ensure compliance with federal, state and institutional policies and procedures and the latest accounting practices. Provide safeguards for the University's assets. Ascertain and compare actual performance against established standards and communicate results to appropriate levels of management. Prepare financial reports as required to satisfy federal, state and higher education requirements. Report to senior management at the University on the validity of fiscal and overall operational objectives and ascertain the effectiveness of policies, procedures and organizational structure in place to achieve such objectives. Stay abreast of changes occurring in various professional bodies of authority, such as FASIS, GASB, and federal regulations such as circulars OMB A21, A-133, and A-110.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Establish performance indicators and advise management of actual performance measured against these indicators, with recommendations for improvement.

Provide assistance to University managers and executives in carrying out their duties and responsibilities. Provide, analyze and interpret financial results to managers and executives for utilization in their decision-making process, and evaluate data with reference to institutional and departmental objectives.

Provide strong oversight over basic University business processes and systems to ensure that such processes/systems work with reliable, auditable financial data, that these processes/systems are linked and tied in to other systems throughout the University, and that such processes and systems provide information useful to management in exercising their responsibilities.

Responsible for the preparation and negotiation of the University's indirect cost rate.
Responsible for the maintenance of the general ledger and the year-end audit.

Oversee central departments: Accounting, Payroll, Grant and Contract Accounting, Student Loan Office, and the Athletic Business Office. Serve as liaison with Enrollment Services, which includes the Bursar function.

Indirectly responsible for a large staff, both union and non-union.

Design, establish and maintain general and cost accounting systems at all institutional levels, including extensions and branches, to systematically and properly record financial activities and transactions in accordance with sound accounting principles and sound internal controls in order to ensure the reliability and integrity of financial information. Design, establish and maintain a fixed asset system to ensure compliance with the most current accounting standards (e.g., GASB 35).

Chair the Service Center Committee with particular focus on research-oriented cost centers.

Manage and supervise assigned treasury functions. Review the pre-audit and approval processes for all disbursement transactions. Prepare and issue standard operating policies and procedures related to all accounting matters. Maintain appropriate relationships with internal and external auditors and institutional investor and financial public relations programs.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Minimum requirements: Ten years’ experience in accounting with progressive management experience in a complex setting. Undergraduate degree in Accounting or related field and CPA. Minimum of five (5) years’ experience in organizing, coordinating, and supervising a large support staff. Organizational leadership skills and strong interpersonal and communication skills, both verbal and written. Ability to clearly communicate complicated financial issues verbally and in writing to all levels within and outside of the organization. Experience with computer technology in financial, management and business information systems applications. Experience with query tools and in designing, implementing and evaluating internal control systems. Experience in sustaining a high level of energy and enthusiasm for advancing ideas and programs in a shared governance environment. Must be able to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the results to subordinates and others. Must be able to prepare and present detailed studies and reports, and to make recommendations concerning the substance of the studies and reports. Must have an understanding and appreciation for the issues of diversity and serving customers' needs. Preference will be given to candidates with an MBA or Masters in Accounting or related field and with experience in a large research university, experience with financial software conversions (e.g., PeopleSoft or equivalent), experience with GASB, and to those who have extensive supervisory skills,
particularly in a union environment, and to those who have substantial recent experience in managing a complex campus financial system and to those familiar with Sarbanes-Oxley.

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