UNIVERSITY OF RHODE ISLAND
Position Description

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

BASIC FUNCTION:
The University Controller plays a pivotal role in ensuring the safety and soundness of the institution. The incumbent is responsible for developing, implementing and maintaining a comprehensive system of internal controls and for keeping senior leadership apprised of the financial condition of the University. Responsible for the continuous refinement of administrative controls and systems 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 leadership. Prepare financial reports as required to satisfy federal, state and higher education requirements. Consult to senior leadership 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:

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.

Maintain the general ledger and oversee the year-end audit.

Prepare the documentation for and negotiate the University's indirect cost reimbursement rate for sponsored research.

Oversee Accounting, Financial Reporting (including accounts receivable, financial statements, student loans, and cash reconciliation), Payroll, Sponsored & Cost Accounting, and the PeopleSoft Enterprise Financial System. Serve as liaison with Enrollment Services, which includes the Bursar function.
Provide assistance to University Divisional and Departmental leaders and business managers in carrying out their duties and responsibilities. Provide, analyze and interpret financial results to leaders and managers for utilization in their decision-making processes, and evaluate data with reference to institutional and departmental objectives.

In consultation with senior leadership, establish financial performance indicators and advise leadership of actual performance measured against these indicators, with recommendations for potential areas for improvement.

Manage a large staff of both union and non-union workers.

Design, establish and maintain general and cost accounting systems at all institutional levels, including enterprises, auxiliaries, 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.

Provide oversight and training to School, Department, Enterprise, Auxiliary, Extension and Branch Managers as needed to ensure uniform financial operations and practices across the institution.

Design, establish and maintain a fixed asset system to ensure compliance with the most current accounting standards.

Manage and supervise assigned treasury functions.

Establish and continuously 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:**

Enterprise financial systems, personal computers, printers, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Requirements:

Undergraduate degree in Accounting or related field and CPA; Minimum of five (5) years’ experience in organizing, coordinating, and supervising a large support staff; Ten years’ experience in accounting with progressive management experience in a complex setting; Experience with sponsored research accounting; Organizational leadership skills; 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. Extensive experience with enterprise financial systems, database query tools, spreadsheets; Experience in designing, implementing and evaluating internal
control systems; Experience with and enthusiasm for advancing ideas and programs in a shared governance environment; Ability to draft and interpret institutional financial and accounting policies, plans, objectives, rules and regulations, and to communicate the results to subordinates and others; Ability to prepare and present detailed studies and reports, and to make recommendations concerning the substance of the studies and reports; demonstrated success in inculcating a customer service orientation and ethic in a large staff function.

PREFERRED:

An MBA or Masters in Accounting, Public Administration or related field; Experience in a large research university; High proficiency in the use of business information systems; High proficiency with data visualization software

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