

Job Code:..... 100167FTS
Position #: (NUNC) (E)...
Developed by..... AM
Reviewed by..... SG; DLJ
Approved by..... LK
Date:5/11; 12/18;9/26/22

UNIVERSITY OF RHOD ISLAND
Position Description

TITLE: Assistant Controller (Financial Reporting and Treasury Services)
DIVISION: Administration and Finance (Controller)
REPORTS TO: Associate Controller of Financial Reporting
SUPERVISES: Professional, technical, and clerical support staff
GRADE: 16

BASIC FUNCTION:

Responsible for coordinating all financial reporting relating to the annual financial statements of the University. Act as a liaison with external independent auditor to coordinate completion of annual audits including coordinating with other URI departments for auditors' requests, testing or other audit functions or requirements. Provide analysis, interpretation, and presentation of financial data, including the general-purpose financial statements for executive management, the Board of Governors and the State of RI. Oversight of treasury related services and property accounting within the Controller's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and develop financial reporting staff.

Assist in the coordination and supervision of activities of associated staff, with the compilation, review, completion, and distribution of the Annual Financial Statements.

Serve as a key audit liaison, providing records, and support to auditors.

Assist in the liaison efforts with the State Auditor's Office, the State Controller's Office, and other oversight agencies for financial, reporting, and audit matters.

Assist in the management and review of accounting functions related to the maintenance and management of the accounting system, including internal controls necessary to provide for accurate financial reporting. Provide recommendations for improvement.

Develop, coordinate, and produce complex reports for monitoring and reporting financial information. Analyze and prepare financial reports, operating reports, financial records, forecasts, budgets, and ratios.

Design new accounting policy and procedures required by system implementations, including internal controls.

Oversee Property Accounting, including coordination with Property & Support Services office to ensure all capital assets are properly recorded in our financial system.

Oversee Cash and Investment Management and related cash reconciliations.

Oversee Bond Management including coordination of bond issuances, compliance, and related disbursements.

OTHER DUTIES AND RESPONSIBILITIES:

Work diligently as a team to cultivate a positive culture, mindful work environment, stewardship, professional excellence, and customer-service orientation.

Perform additional duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

PeopleSoft Financials, personal computers, printers; Microsoft Excel, Word, PowerPoint, and Access.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's or Master's degree in accounting, finance or business administration; Minimum of seven years of combined accounting/auditing experience with progressively increasing responsibility in a financial area; Demonstrated supervisory experience; Demonstrated experience with complex financial software systems; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in accounting or business-related field, or CPA; Demonstrated experience working in a financial reporting role at a higher education institution; and Demonstrated PeopleSoft Financials experience.

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