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Position #:(NUNC)...  
Developed by:.....SBB  
Reviewed by:.....SG  
Approved by:.....LK  
Date:.....8/15

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Associate Controller, Accounting Operations  
**DIVISION:** Division of Administration (Controller's Office)  
**REPORTS TO:** Controller  
**GRADE:** 17  
**SUPERVISES:** Professional, technical and clerical support staff

**BASIC FUNCTION:**

Responsible for the General Accounting Operations for the University of Rhode Island, Office of the Controller. This position includes oversight of the following functions: General Accounting, Accounts Payable, Purchase Card, Travel, Vendor Management and Payment Distribution. Responsibilities include developing, improving and implementing policy, procedures, best practices to improve internal controls and to support accounting operational needs. Coordinate financial and administrative functions between the University, the Board of Education's Office of Post-Secondary Education (Board) and the State Department of Administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for the oversight of General Accounting, Accounts Payable, Vendor Maintenance, Travel, Purchase Card (Pcard) and Payment Distribution.

Develop and monitor accounting policies and procedures to support well-controlled accounting operation and financial systems. Monitor and assess financial operations and procedures to ensure compliance with University, Board, State and federal policies and regulations.

Provide direction and assistance to University departments regarding accounting policies and procedures, implementation of new practices and procedures, and efficient control and utilization of financial resources.

Continually review processes and procedures to ensure that URI is using the most efficient and best business practices to streamline the invoice processing in order to pay vendors in a timely manner.

Work with the State of Rhode Island and Board on invoices that are required to be paid through their system, e.g., Revenue Bonds, Asset Protection, and General Obligation Bonds.

Responsible for oversight of Purchase Cards, including maintaining policies, procedures, internal controls, training, security, reconciliation, PeopleSoft Pcard module, etc.

Oversee Travel, including maintaining policies, procedures, internal controls, training, security, reconciliation, PeopleSoft Expense module, etc. Responsible for ensuring compliance with Travel policies, University, Board, State and federal regulations. Maintain knowledge of the Fly America Act and Code Sharing Agreement for federally-sponsored travel.

Responsible for vendor management, including reviewing new vendors, maintaining procedures to verify and document regulatory information on vendors.

Maintain knowledge of financial methodologies, technologies, and regulatory environments necessary to support financial operations.

Conduct and/or review general ledger account reconciliations and analyses.

Assist in the financial system monthly and year end closings.

Oversee the Annual IRS Form 1099 and 1098 reporting.

Assist on external and internal audits and work with auditors.

Work with Controller's Financial Systems team on PeopleSoft financial systems fixes, upgrades and implementations. Provide resources for the functional support of financial system implementation, upgrades and enhancements. Provide guidance for planning and prioritization. Help assess risks and resource requirements needed to support projects.

Design, establish, and maintain an organizational structure and staffing to effectively accomplish the Controller's goals and objectives.

Oversee recruitment, training, supervision, and evaluation of departmental staff.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties as assigned.

**LICENSES, 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:**

**REQUIRED:** Bachelor's degree with a major in accounting, business administration, finance or related field; master's degree in accounting or business-related

field, or CPA or CMA; a minimum of ten (10) years of combined accounting/audit experience with progressively increasing management responsibility in a financial area; demonstrated supervisory experience; demonstrated computer skills with Microsoft software; demonstrated experience working with a complex financial software system; demonstrated management experience in organizing a large support staff; demonstrated strong interpersonal skills; demonstrated verbal and written proficiency; demonstrated ability to interpret and communicate institutional, State, and federal policies, procedures and regulations; demonstrated ability to be a team player; demonstrated ability to speak effectively before faculty and administrative staff on assigned work and related subjects; demonstrated ability to work with diverse groups.

**PREFERRED:** Demonstrated experience in a large, complex accounting department and/ or higher education environment; demonstrated experience with PeopleSoft Financial systems; Certified Fraud Examiner (CFE).

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