

Job Code:.....101541  
Position #:(NUNC)... (E)  
Developed by:.....CAM  
Reviewed by:.....LK, DLJ  
Approved by:..... LK  
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**University of Rhode Island  
Position Description**

**TITLE:** Special Advisor to Assistant Vice President, Financial Operations and Controller and Associate Controller – Financial Reporting

**DIVISION:** Administration & Finance

**REPORTS TO:** Assistant Vice President, Financial Operations and Controller

**GRADE:** 17

**BASIC FUNCTION:**

Provide assistance for coordinating all financial reporting relating to the annual financial statements of the University. Provide assistance for the principal 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 assistance for analysis, interpretation, and presentation of financial data, including the general purpose financial statements for executive management, the Board of Trustees, and the State of RI. Acclimate Associate Controller relating to cash management and reconciliation of the University's state appropriation and bank accounts. Acclimate Associate Controller to accounting and reconciling of fixed assets held by University.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Acclimate new Assistant Vice President, Financial Operations and Controller on operations in the Office of the Controller.

Acclimate Associate Controller, Financial Reporting to:

Supervise the overall design, maintenance and compliance reviews of basic internal fiscal controls supporting the integrity, accuracy, and timeliness of financial data. Address specific University department level internal control systems as appropriate.

Provide supervision and guidance to professional and clerical staff in the production, analysis and distribution of financial reports and information to the entire University by division, departments, and individual accounts.

Provide fiscal projections, in conjunction with the URI Budget Office, for utilization by executive management.

Be responsible for the managing the University's Cash Management section including treasury functions, investments, reconciliation activities, etc.

Be responsible for managing the Student Loan Office.

Be responsible for supervising Chief Accountants and oversee fixed asset inventory, accounting depreciation and reconciliation.

Monitor and assess operations and procedural compliance to University business and financial policies. In this regard, serve as chief advisory on financial policies and internal controls to the University Controller.

Maintain a working knowledge of the development of professional pronouncements of bodies such as the Financial Accounting Standards Board, Governmental Accounting Standards Board, American Institute of Certified Public Accountants, etc. and the effect on University financial statements and planning.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Acclimate Associate Controller, Financial Reporting to:

Maintain a current knowledge of the various standards and techniques utilized by professional auditors.

Concurrently establish and maintain liaison with independent audit entities.

Coordinate the completion of the University-wide annual audit, as well as the many special audit reports.

Perform other duties as required.

#### **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 in accounting, business, or related field; CPA with direct audit experience; Demonstrated experience in computer-based financial management information systems (i.e., emphasis on accounting application); Minimum of ten years of combined financial management/audit experience; Demonstrated progressively responsible management experience in financial areas; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and detailed studies and reports, including recommendations concerning the substance of the studies and reports; Demonstrated presentation skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Minimum of ten years of combined financial management/audit experience in higher education; and, Demonstrated progressively responsible management experience in financial areas in higher education.

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