

ALLEN UNIVERSITY
Assistant Vice-President and Controller of Fiscal Affairs
POSITION DESCRIPTION

JOB TITLE:	Assistant Vice-President and Controller
SUPERVISOR:	Vice President of Fiscal Affairs
DIVISION(S):	Fiscal Affairs

OBJECTIVE: Under the direction of the Vice President for Fiscal Affairs, AVP/Controller performs professional duties as it relates to the Office of Fiscal Affairs.

ESSENTIAL FUNCTIONS:

- Performs professional duties in the Office of Fiscal Affairs relating to the creation and maintaining of the University accounting records.
- Assist the Vice President of Fiscal Affairs in the development of accounting methods, procedure, control, and department policies.
- Prepares weekly and monthly reports for the Vice-President of Fiscal Affairs
- Provides specialized or general analysis support in various accounting functions.
- Manages all federal and state drawdowns.
- Performs reconciliation with ledgers and bank statements.
- Gathers materials for applications ensuring that the guidelines for funding are compiled with
- Handles confidential financial records relating to the University's grants
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education – Master's degree in Accounting from an accredited institution.

Experience - Two years of related accounting experience; Computer proficiency in MS Excel, Word, Outlook, and various other programs; Strong writing and communication skills required. Jenzabar knowledge preferred.

KNOWLEDGE/SKILLS/ABILITIES:

Ability to perform accounting functions.

Ability to reconcile accounts.

Ability to understand accounting principles, practices, and pronouncements.

Adapt to changing situations and restructure tasks and priorities as changes occur.

Effectively organize and plan work according to organizational needs and priorities.

Effectively deal with work related problems in a professional and positive manner.

Effectively work and collaborate with others toward a common goal.

Must have the skills, knowledge, and abilities to be effective in performing goals.

Must uphold a high standard of fairness and ethics.

Must develop and maintain positive relationships within university and outside entities.

Must demonstrate accuracy and thoroughness to improve and promote quality.

Must strive to expand knowledge and refine skills through education and training.