Appendix J2.6

University Controller
18. Describe in detail the specific duties and responsibilities assigned to this position. Attach additional sheets, if necessary, to properly describe the position.

This position is part of the senior management team of the University Controller’s Office and is responsible for the day-to-day fiscal operation and oversight of financial activities at the university. The Controller’s Office establishes policies and procedures necessary to ensure the proper and efficient use of University resources. This position is responsible for managing and directing the general accounting reporting and operations, grants and contracts accounting systems, maintenance of subsidiary general ledger, reconciliations, investments, cash management, accounts payable, student accounts, payroll, financial system security, bond issues and risk management operations. In addition, oversees preparation of timely and accurate financial statements, management reports, federal income tax reporting, manages annual audit process, and evaluates and implements internal controls and cash management controls.

Scope of Responsibility: Encompasses all aspects of the fiscal operation of the university and also oversees the controller’s function at the Panama City campus, College of Engineering, and College of Law.

Essential Responsibilities

Responsible for the interpretation, execution, communication, and/or development of financial and administrative polices for the University.

Draft and review legislative and University policy/procedure changes. This position is also expected to have the expertise necessary to participate in large scale financial system revisions.

Prepare annual financial statements for the university and interact with auditors in completion of financial and operation audits.

Ensure accurate accounting of all University transactions in accordance with generally accepted accounting principles and financial accounting Standards Board (FASB) Statements 116 and 117.

Execute disciplined monthly accounting close process and prepares timely accurate monthly and annual financial statements.

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

Ensure compliance with University policies and procedures relative to all financial transactions and electronic feeds to the general ledger; ensure payrolls are processed properly and accurately and charged by the respective payroll date; confirm that only bona-fide employees are paid and all payroll tax returns are completed accurately and submitted on time; and ensure that all financial obligations are paid in a timely manner and maximizes short-term yields on cash resources.

Assist in maintaining satisfactory relations and good credit standing of the University. Provide periodic reports to Vice President such as weekly cash status, projections/forecasting, accounts payable aging, budget to actual, variance analysis, and trial balances.

Implement operational and financial controls that protect the assets of the university and are also cost effective.

Interact extensively with the direct support organizations of the university, particularly the financial operations within the organization.

Serves on various committees as needed at both the university and state level.

Performs other duties as required.
Position Number: 19175

19. SUBORDINATES: List class codes, official class titles, and position numbers of each position that reports directly to this position.

20. SUPERVISOR’S POSITION: Number: 19275 Class Code: 9257 Class Title: CFO & VP for Adm & Fin Svcs

21. WORKING HOURS:
   a) Daily from 8:00am to 5:00pm
   b) Total hours per week: 40
   c) Explain any variations in work week, split shifts, on-call status, or rotations.

   Work hours outside of normal work schedule may occasionally be required.

22. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

   Monetary responsibility is significant.

23. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

   The incumbent has access to highly confidential and or sensitive information. The disclosure of such could be detrimental to the University.

24. KNOWLEDGE/SKILLS/ABILITIES:

   Master's degree in Accounting, Finance, Business Administration (MBA) or a business related field with a minimum of ten (10) years of accounting experience.
   Must have at least five to ten years of progressive experience in a senior-level accounting or finance or related field (preferably higher education).
   CPA Licensure preferred
   Exceptionally strong verbal and written communication skills.
   Strong analytical skills
   Ability to exercise proper judgement.
   Mastery of basic computer applications.
   Knowledgeable of the University's organizational structures, policies and procedures and emerging issues in higher education.
   Effective interpersonal skills and demonstrated professionalism in working with the University's administration, faculty and students.
   Ability to manage workload and work with minimal supervision.

25. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:

   Please review statements below check all that apply.
   ☑ This position requires a background check and/or fingerprinting.
   ☑ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   ☑ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   ☑ This position requires licensure, certification or other special requirements described below.

26. SIGNATURES: Incumbent: [Signature] Date: [Signature] Date: [Signature] Date: