



DATE ISSUED: 05/06
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Controller, Procurement and Systems

JOB SUMMARY

Performs highly responsible professional work in the area of accounting control and reporting. Provides professional support to the Controller's position. Responsibilities include the application of accounting principles and methods in the maintenance of varied records including Payroll and USAS, and the selection, analysis and presentation of financial data. Duties encompass supervision of the Assistant Controller for Purchasing and Payment Services, the Manager of Accounting for Foundation and Endowments, and the Systems section of the Controller's Office. Work is performed under the direction of the Controller and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate VP & Controller-HUB Coordinator

Supervises: Assistant Controller for Purchasing and Payment Services, Manager of Accounting for Foundation and Endowments, Financial Systems Analyst and System Integration and Reporting Analyst.

PRIMARY DUTIES - May include, but not limited to the following:

Monitors operation of the financial accounting systems and supervises the Systems Section of the Controller's Office.

Reviews monthly reconciliation's for USAS and Payroll accounts.

Assists with the preparation of the annual financial report.

Makes and/or provides instructions to staff for making correcting and adjusting entries on all accounts.

Reviews and approves check requests and special payments.

Actively participates in formulation of procedures and operating policies as assigned.

Prepares adhoc reports for accounting and administrative use.

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Supervises maintenance of records for Foundation and Endowments.
Leads technical analysis related to upgrades and development of computerized accounting systems.
Assists Associate VP & Controller in preparing and monitoring departmental budget.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Interviews, hires and evaluates personnel within functional area.
Coordinates and conducts training for staff.
Performs other duties as requested.

EDUCATION

Bachelor's degree in Accounting, Finance or a related field. Preference for graduate degree or courseware. CPA or CMA required.

EXPERIENCE

Five or more years of progressively responsible work experience in accounting, preferably in a Texas higher education institution.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Thorough knowledge of accounting principles and methods, preferably with an emphasis in college or university accounting.
Thorough knowledge of generally accepted accounting principles and methods, preferably with an emphasis in college or university accounting.
Working knowledge of computer applications and information systems utilized in accounting operations.
Ability to analyze accounting systems for proper controls and reporting capabilities.
Ability to prepare highly complex and detailed financial reports.
Ability to plan and organize work schedules.
Skill in developing and maintaining effective working relationships with peers and subordinates.

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Strong customer service orientation for provision of accounting services.
Ability to analyze and update established policies and procedures.
Ability to evaluate, organize and delegate work to maximize efficiency and resources.
Working knowledge of office practices and methods.
Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to communicate effectively orally, by phone, in person, and in writing.
Ability to represent the department and University in a friendly, courteous, and professional manner.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of

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notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.