



Clark Atlanta University Job Description

Position Title:	Associate Vice President/Controller
Employee:	
Department:	Finance and Business Services
Reports To:	Vice President for Finance and Business Services/CFO

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Associate Vice President/Controller at CAU is responsible for managing and directing the general accounting reporting and operations, grants and contracts accounting, general ledger systems, investments accounting, debt covenants, bond payments, accounts payable, payroll, financial system security, and risk management operations. Also 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.

Examples of Duties and Responsibilities:

- Supervise, manage, and organize general accounting, internal controls, accounts payable, payroll, cash management, investment activities, bonded debt, purchasing and procurement
- 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
- 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 Chief Financial Officer such as accounts payable aging, variance analysis, and key financial indicators
- Coordinate and manage external and internal audits and reviews, with work paper preparation and preparation of annual financial reporting and footnotes
- Use cash flow projections and planning techniques
- Ensure reconciliation of endowment and investment funds
- Ensure that all monies are accurately accounted for and deposited timely and intact with bank accounts
- Ensure proper and timely billings for power plant operations provided to other AUC institutions

- Maintain compliance with contractual obligations placed on cash funds by external parties (federal agencies, bondholders, others)
- Assist in the preparation of the annual operating budget, capital and sponsored research budgets
- Work closely with Financial Aid, Budget Office, Admissions, Student Accounts and Information Technology and other offices/departments
- Provide ownership and operate on-line integrated Sunguard Banner Finance and Human Resource/Payroll Modules, install updates, revise operating procedures
- Maintain up-to-date knowledge of federal, state, university accounting policies, procedures, regulations
- Provide training updates to staff; provide quality customer service to parents and students; serve on committees to enhance service delivery; serve as liaison with external agencies.

Knowledge, Skills and Abilities

- Must have a minimum of a Bachelor’s degree in Accounting, a CPA credential (MBA is a plus), and five-to-ten years of progressive experience in a senior-level accounting/finance and reporting position (preferably higher education environment or non-profit environment), public accounting, customer service, project management, cost/control conscious management, and change management
- Must have excellent written and verbal communications and interpersonal skills; and excellent organizational/planning/analytical/negotiation and leadership skills
- Must have the ability to multi-task and prioritize in an environment of change; and the ability to carry out strategic planning, and motivate teams to produce quality materials within appropriate timeframes
- Must have a strong knowledge base in cash handling, data analysis, organizational and management development, financial reporting and key financial indicators preparation
- Must be proficient in use of Microsoft Word, Access, Excel, PowerPoint, computerized administrative relational database systems, Internet as a search resource, computer accounting systems (preferably Sunguard Banner/Plus applications), and a report writing tool (preferably Argos/evision)
- Must have knowledge of generally accepted accounting principles, Financial Accounting Standards Board (FASB) Statements 116 and 117, Federal, State and University regulations related to accounting and reporting
- Must be a self starter; and must be a team player with high moral character and integrity.

Minimum Hiring Standards

Education	Bachelor’s degree in Accounting and CPA; (MBA is a plus)
Years of Experience Required	5-to-10 years of progressive experience in a senior-level accounting/finance and reporting position (preferably higher education or non-profit environment)
Years of Management/Supervisor Experience	Minimum of 5 years