



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Director of Accounting
Department:	Finance
Reports To:	Associate Controller, Office of Finance

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

To perform various accounting and fiscal management functions as well as oversight in the Office of the Controller, including, but not limited to, financial reports, federal reports, cash drawdowns reports, cash management, endowment/investment performance monitoring, and endowment entries.

Examples of Duties and Responsibilities:

- Direct oversight over General Accounting and Accounts Payable operations.
- Individual must be able to drive unit goals through effective use and direction of the finance team resources. Able to communicate effectively with all levels of University employees.
- Oversees accounting, including inter-company accounting, review and preparation of financial statement closing journal entries, balance sheet management, income statement variance analytics, account reconciliations, and variance analytics.
- Is responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements.
- Ensures an accurate and timely monthly, quarterly, and year end close.
- Assists with the timely reporting of all monthly financial information.
- Assists in the development and implementation of new procedures and features to enhance the workflow of the department.
- Is accountable for ensuring that policies and procedures (internal controls) are in place to provide reasonable assurance that the institutional assets are protected.
- Provides technical accounting GAAP guidance for all enterprise stakeholders and recommends changes as necessary for financial statement reporting.
- Plans and implements FASB Accounting Standard updates.
- Advise administration on desirable operational adjustments required due to IRS code revisions, new governmental regulations and new accounting pronouncements, and implement procedures when required in order to ensure full compliance by the University.
- Assist the Controller with providing data and documentation required by the annual financial and A-133 audits of the Universities accounts and financial statements.
- Assist in preparation of financial statements and comparison of actual revenues and expenditures to budget projections. Participate in forecasting, analysis and budgeting in collaboration with Budget Director.
- Provides staff training, handles personnel issues, and works with each direct report to establish goals and objectives for each year; monitors professional development opportunities and participation.
- Perform analyses of various balance sheet and other general ledger accounts to ensure that

account balances recorded are accurate. Notes where corrections are needed, and ensure corrections are made on a timely basis.

- Responsible for all general ledger accounts integrity and assists with questions raised by budget managers, as applicable.
- Ensure that monthly journal entries for recurring costs, such as postage, inventory usage, telephone allocation and copier usage, are received by the Controller's Office and entered into the general ledger.
- Assist independent auditors by preparing and reviewing audit schedules detailing general ledger accounts, researching accounts payable and payroll transactions, and explaining accounting system controls.
- Ensure accounting policies, procedures and controls are adhered to across the Academy.
- Identify and document opportunities for process improvement and implement change to increase efficiency, streamline workflow and controls.
- Oversee, assist and monitor accounts payable files and records to ensure accuracy. Identify and correct errors, referring to unusual situations to the Controller and senior staff members
- Collaborates on financial system upgrades, performance metrics, departmental goals and other initiatives in the Finance Division.
- Other duties as assigned

Knowledge, Skills and Abilities:

- Ability to read, analyze, and interpret general business periodicals, professional journals, various FASB and related procedures, governmental regulations, and financial statements.
- Ability to create financial reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from students, parents, all levels of faculty and staff, and the general public in individual and group settings.
- Excellent teamwork and customer service skills.
- Strong analytical, problem solving, and presentation skills.
- Thorough knowledge of generally accepted accounting principles.
- Ability to operate independently, and exercise substantial latitude for independent judgment, action and discretion in accomplishing goals and objectives.
- Ability to work successfully in a team environment and to form and maintain effective teams.
- Demonstrated ability to train and supervise subordinates. Excellent organizational and communication skills.
- Ability to communicate complex accounting issues in simple, understandable terms.
- To perform this job successfully, an individual must have advanced skills using Microsoft Office Suite (Word, Excel, and PowerPoint) which includes tasks such as letters, memos, e-mails, creating tables, graphs, and spreadsheets with formulas.
- Must have background using an ERP system, Banner strongly preferred
- Dedicated to providing excellent customer service to constituents both internal and external to the University
- Demonstrated ability to assess and resolve issues quickly and resolutely
- Demonstrated ability to manage accounting functions and processes with a hands-on approach
- Demonstrated ability and commitment to the production of timely and accurate financial information and analysis
- Working knowledge of applicable GAAP and NACUBO standards
- Excellent verbal and written communications skills
- CPA certification is preferred

Minimum Hiring Standards:

Education	Bachelor's degree in Accounting or related field required MBA or CPA certification preferred
Years of Experience	Seven years of public, non-profit or private industry accounting experience, management level experience preferred. Excellent knowledge of generally accepted accounting principles is essential.
Years of Management/Supervisor Experience	5 years of supervisory experience required

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