

# Controller

---

## Title Details

---

### Title Information

**Classification** Controller

**Grade** NC

**Working Title**

**FLSA Status** Exempt

**Position Class Code** 1M240 (E1)

**Full Time Part Time** Full Time

**Educational and Experience Requirement** Bachelor's Degree in Accounting. Certified Public Accountant (CPA) and/or Master's in Business Administration (MBA) preferred. Seven years of experience in a managerial, supervisory accounting position with an emphasis on fund accounting or experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position** Supervises operations of the Controller's Office which is responsible for the accounting, Office of Research Administration (ORA), and financial reporting functions of the University. Provides professional support to the Vice President for Finance and Operations.

**Primary Responsibilities** Oversees preparation of Annual Financial Report, Automated Budget and Evaluation System of Texas (ABEST) and Uniform Statewide Account System (USAS) reconciliations, Integrated Postsecondary Education Data System (IPEDS), Fiscal Operations Report and Application to Participate (FISOP), and other financial reports. Directs the operation and proper maintenance of all accounting functional areas, including USAS. Ensures compliance with applicable Sam Houston State University (SHSU) policies and procedures, and state and federal guidelines. Oversees and develops accounting information systems. Formulates procedures and operating policies. Reviews systems, procedures, and controls for efficient use of University resources. Performs oversight of staffing in the components of the Controller's Office. Interfaces with various state and federal agencies on fiscal operations and financial reports. Oversees ad hoc reporting and other functions as assigned by the Vice President for Finance and Operations. Performs other related duties as assigned.

**Other Specifications** Knowledge of accounting principles and methods, preferably with an emphasis in college or university financial reporting. Working knowledge of state funding process as it applies to higher education. Working knowledge of computer applications and data processing systems in accounting operations. Ability to prepare financial reports. Skill in developing and maintaining effective working relationships with peers, subordinates, other University departments and the public. Orientation toward accounting as an

internal customer service. Ability to plan, evaluate and organize work to maximize personal efficiency, effectively use University resources and meet work schedules. Ability to integrate resources, policies and information for the determination of procedures, solutions and other outcomes. Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed. Ability to apply budgeting and fiscal planning techniques within financial constraints. Ability to establish and maintain effective work relations with students, faculty, staff and the public. Ability to communicate effectively by phone, in person, and in writing. Provides proactive leadership to all University accounting functions.

This position may be designated as a Campus Security Authority (CSA).

**Supervision Given and Received**

Works under minimal direction and performance is based on the effective operation of the administrative function. Oversees Associate Controller, Managers, Coordinators and professional and administrative support positions.

**Hours per week****Work schedule****Pass Message**

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

**Fail Message**

Thank you for your interest in this position. Based on your responses to supplemental questions, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.