

Sam Houston State University Human Resources

Staff Classification Description – Controller

Skill Category: Administrative
Position (Employee) Class: 1M240 (E1)
Grade: NC
Date: 09/2015

Department: Controller

Educational & 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.

Supervision Given & 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.

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).

level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.