



**DATE ISSUED:** 07/18  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Vice President, Controller

### **JOB SUMMARY**

The person assigned to this position manages the University's Office of the Controller. He/She is responsible for general ledger, grant and student accounting; directs functions for financial reporting, leads activities related to functional maintenance of the Oracle financial system and governs access rights to that system as well as the Uniform State Accounting System; guides and monitors a continually improving system of internal control policies and procedures to assure compliance with financial reporting requirements at the federal, state and local levels; promotes accountability and optimal stewardship for University resources; coordinates work performed for the TWU Foundation; provides professional support to the Vice President for Finance and Administration. Work is performed under general supervision and performance 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:* Vice President for Finance and Administration

*Supervises:* Senior Associate Controller, Manager of Grant Accounting and Clerical staff.

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Directs the timely and accurate preparation of myriad financial reports. These include the Annual Financial Report, interim reports for the Board of Regents, grant related financial reports, and all other financial reports required for compliance with regulations of federal, state and local agencies
- Oversees the preparation and posting of TWU transactions recorded in the Uniform Statewide Accounting System (USAS).
- Serves as relationship manager for contracts related to Bank Depository Services.
- Manages Debt Service to assure timely payment of all debt obligations and accurate filing of all reports required for bonded debt. Serves as University point of contact for

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communications regarding TWU debt obligations. Manages Continuing Disclosure requirements for outstanding municipal bonds.

- Works in coordination with the Vice President for Finance & Administration and the University's Financial Advisor in managing the processes for debt issuance.
- Leads the continual improvement of a comprehensive system of internal accounting controls to assure optimal stewardship of the University's fiscal assets. Promotes accountability and transparency in compliance with applicable TWU policy and state and federal guidelines.
- Pilots the evolution and development of accounting and financial information systems. Formulates procedures and operating policies. Reviews systems, procedures and controls for efficient and effective utilization of TWU fiscal resources.
- Coordinates work performed for the TWU Foundation accounting contract.
- Guides staffing decisions for components of the Controller's Office (interviewing, hiring, evaluating and training).
- Interfaces with various state and federal agencies regarding fiscal operations and financial reports, and audits of financial functions.
- Marshalls fulfillment of requests for ad hoc financial and accounting reports and other functions as assigned by the Vice President for Finance and Administration.
- 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**

- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree in Accounting or related field. Preference for graduate work/degree.

### **EXPERIENCE**

Six years progressively responsible experience in a relevant field with experience in fund accounting and five years of supervisory/management experience.

### **REQUIREMENT**

CPA or CGFO certification preferred. Valid Texas driver's licenses and a safe driving record such as required by the university for Driver's Authorization.

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

- Thorough knowledge of accounting principles and methods, particularly those espoused by the Governmental Accounting Standards Board (GASB), and preferably with an emphasis in college or university financial reporting.
- Working knowledge of the State of Texas funding process as it applies to higher education.
- Experience based knowledge of computer applications and data processing systems developed to facilitate accounting operations and financial reporting.
- Technical proficiency for preparation of financial reports in compliance with GASB standards.
- Social skills for developing and maintaining effective working relationships with peers, subordinates, other University departments and the public.
- A service orientation with skills for providing accounting information for internal customers.
- Ability to communicate effectively using both written and spoken words.
- Ability to plan, evaluate, and prioritize work to maximize executive functionality and to utilize University resources to optimally fulfill task assignments.
- Ability to use a personal computer and other office equipment, including related university software and email.

***PHYSICAL DEMANDS***

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

***WORK ENVIRONMENT***

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

***SAFETY***

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management.

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Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*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:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***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, gender, sex, sexual orientation, 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.***