

## Sam Houston State University Human Resources

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### Staff Classification Description – Associate Controller

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**Skill Category:** Administrative  
**Position (Employee) Class:** 1M250 (E1)  
**Grade:** NC  
**Date:** 09/2014

**Department:** Controller

**Educational & Experience Requirement:** Bachelor's degree in Accounting or Business. Master's degree in related field desired. Certification in Public Accounting (CPA) required. At least six years of professional accounting experience required, including five years of experience in a managerial accounting position with an emphasis in fund accounting. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs highly responsible professional work in the area of accounting control, reconciling and reporting. Provides professional support to the Controller.

**Supervision Given & Received:** Works under minimal direction and may supervise may supervise staff and student workers.

**Primary Responsibilities:** Performs advanced and professional managerial and accounting duties with administrative responsibility. Analyzes and updates established policies and procedures. Monitors reporting requirements and supervises preparation of various financial reports required by state and federal regulations. Reviews the reconciliation of bank and general ledger accounts. Makes and provides instructions to staff for making corrections and adjusting entries on all accounts. Analyzes and assists in Appropriations and Treasury Cash Management. Records, reconciles and manages endowments and Banner related endowment tracking. Leads preparation of ad hoc reports as requested for accounting and administrative use. Supervises disbursement functions. Leads functional analysis related to upgrades and development of computerized accounting systems. Interviews, hires and evaluates personnel within functional area. Coordinates and conducts training for staff and university personnel. Serves as Controller in his/her absence. Performs other related duties as assigned.

**Other Specifications:** Skill in developing and maintaining effective working relationships with peers, subordinates, students, faculty, staff, and other public. Ability to communicate effectively both orally and in writing. Ability to evaluate, organize and delegate work to maximize efficient resources. Ability to coordinate work with other employees, providing direct instruction or supervision as assigned. Ability to represent the department and University in a friendly, courteous and professional manner. Ability to respond to emergency situations in a timely manner.

**This is a classification description with the complete list of job duties being maintained at the departmental 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.**