

Sam Houston State University Human Resources

Staff Classification Description – Controller

Skill Category: Administrative
Position (Employee) Class: 1M240 (E1)
Grade: NC
Date: 10/2014

Department: Controller

Educational & Experience Requirement: Bachelor's Degree in Accounting, CPA and/or MBA required. Seven years experience in a managerial, supervisory accounting position with an emphasis on fund accounting. 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 all the accounting, payroll, accounts payable, travel, student financials, cashier's and financial reporting functions of the University.

Supervision Given & Received: Works under minimum supervision and oversees Associate Controller, Managers, Coordinators and professional and clerical positions.

Primary Responsibilities: Oversees preparation of Annual Financial Report, ABEST/USAS reconciliations, IPEDS, FISOP, and other financial and tax reports. Directs the operation and proper maintenance of all accounting functional areas, including Uniform Statewide Account System (USAS). Ensures compliance with applicable SHSU policies & procedures, state and federal guidelines. Oversees and develops the accounting information systems. Formulates procedures and operating policies. Reviews systems, procedures and controls for efficient use of University resources. Oversees the staffing in the components of the Controller's Office. Interfaces with various state and federal agencies on fiscal operations and financial reports. 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 – orally, by phone, in person and in writing. Provide proactive leadership to all University accounting functions.

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.