

**USF Job Class Description**

JOB CODE: 9295

JOB TITLE: Assistant University  
ControllerJOB FUNCTION: Accounting, Finance,  
Budgets

PAY PLAN: 21

CAREER BAND: F

FLSA: Exempt

Effective Date: 04/01/2007

**Job Title: Assistant University Controller****Job Summary**

An Assistant University Controller plans, directs and oversees accounting operations within the University Controller's office. Interprets and implements the accounting rules and regulations of the University of South Florida, Board of Trustees, State and Federal agencies. Serves on committees and implementation teams for accounting and financial related issues. Typically the incumbent will manage and specialize in one or two areas of an accounting section.

**Nature of Work**

An Assistant University Controller typically reports to an Associate University Controller, University Controller or other appropriate administrator. This position requires a thorough working knowledge of University, Federal, and State accounting policy, procedures, and systems. The incumbent plans, directs and manages accounting operations. However in most cases the incumbent will specialize in one or two accounting areas.

This position is responsible for interpreting University and functional policies and procedures, ensuring that activities are in compliance with the policies and procedures established for conducting University business. Typically the Assistant University Controller will manage Accounting Managers who have direct reports and support staff to carry out the required activities.

**Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Plan, direct, and oversee accounting operations within the University Controller's office.
- Provide guidance and participates in the decision making process regarding policy and procedures within the University Controller's Office.
- Oversee banking and cash management including preparation of reports for the Treasurer's office.

- Research, appraise, formulate and implement federal regulations related to loan and tuition programs.
- Participate in internal and external audits conducted at the University.
- Develop and coordinate requests to improve efficiency and effectiveness of the Banner process.
- Resolve escalated customer service, tuition, loan and other general accounting activities.
- Serve on committees and implementation teams for financial and accounting related issues.

**Minimum Qualification Requirements**

This position requires a Bachelor's degree in Accounting, Finance, Business or other directly related field and five years of professional accounting experience; or a Master's degree in same and three years of qualifying experience.