

**USF Job Class Description**

JOB CODE: 9298

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

PAY PLAN: 21

CAREER BAND: F

FLSA: Exempt

Effective Date: 04/01/07

Job Title: Associate University Controller**Job Summary**

An Associate University Controller interprets, develops, recommends, and implements accounting policies and procedures. Monitors and ensures that the generally accepted accounting principles are followed. Typically the incumbent will oversee and specialize in two or more accounting sections.

Nature of Work

An Associate University Controller typically reports to a University Controller or other appropriate administrator. This position requires thorough working knowledge of University, Federal, and State accounting policy and procedures. The incumbent will plan, direct, and manage sections within the Controller's Office. Typically the Associate University Controller will manager Assistant University Controllers who have Accounting Managers and other direct support to carry out the accounting 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.

- Interpret, develop, recommend, implement, communicate, and monitor accounting policies and procedures.
- Develop goals and priorities for staff.
- Motivate and encourage staff to accomplish goals, priorities, and skill development.
- Represent Controller's office on cross-divisional workgroups, committees, and teams.
- Participate in meetings with internal and external professional organizations.
- Make presentations to outside groups, vendors and organizations.
- Establish service levels, goals, objectives and performance standards to ensure efficiency and effectiveness of programs.

- Ensure financial accounting and reporting information adhere to generally accepted accounting principles.
- Participate and/or chair team meetings with the USF community to problem-solve issues, draft and recommend policy and procedure changes.
- Interact with students and parents when necessary to resolve student financial service activities. I.e. accounts receivable, billing, loans.

Minimum Qualification Requirements

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