***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Controller - School**

Job Family: Finance, Budget, Accounting, and Internal Audit

Sub Family: Controller

**Job Summary:**

Reporting directly to the Associate Vice President for Budget and Finance, the Director of Financial Services –Controller will have management responsibility over UMB’s financial accounting and operations, including development of semi-annual and annual financial updates.

**Essential Functions:**

* Oversee the activities of the Financial Services department for timely and accurate maintenance of general ledger and financial management reporting, including semi-annual and annual financial statements and reports. Oversee financial accounting and GAAP.
* Develop and maintain financial management systems and internal controls required to ensure that the University assets are safeguarded and that accounts are appropriately maintained in order to ensure accurate financial data.
* Monitor the activities of the Accounts Payable Department issuing timely and accurate payments to vendors providing goods and services to the University.
* Establish and maintain policies and procedures with regard to internal accounting controls and University accounting and disbursements practices; ensure that they are effectively communicated to the University community.
* Works with the Associate Vice President on the strategic vision including fostering and cultivating stakeholder relationships on campus, city, state, and national levels, as well as assisting in the development and negotiation of contracts.
* Acts as primary liaison between UMB Finance and key customers and campus partners such as Management Advisory Services on operational issues and GAAP reporting matters and Sponsored Projects Accounting and Compliance on issues related to grant accounting.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Finance, accounting, business administration, public administration or an equivalent field is required. AACSB accreditation is preferred.

Experience: Ten (10) years financial management required. A minimum of five years experience in college, university, government accounting in a Management position preferred.

Supervisory: Five (5) years of direct management or leadership.

Licensure/Certification: Certified Public Accountant (CPA) or equivalent certification required.

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1224J

SOC Code: 113031 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9314702

USM eCode: E23124 AAP Code: 1C