***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 and Administrator SOP**

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

Sub Family: Controller

**Job Summary:**

This is a hands-on leadership position responsible for providing business/grant administrative services for the entire School of Pharmacy which includes three diverse academic departments, multiple centers and the Dean’s Office. The Controller is the central point of contact or facilitator for department chairs and division managers looking to achieve departmental objectives and to effectively manage their human and financial resources. This position will directly supervise and mentor three division managers and a core services group. Post-award grant administration, foundation fund management, timely and accurate internal financial reporting (including projections), personnel funding, and collections are heavy emphases of this position. Investigating and implementing best business practices, allowing for individual department needs, is also a heavy emphasis of this position. The Controller manages school activities associated with multiple foundations, each with their own procedures, which hold endowments and restricted donor accounts supporting the School.

**Essential Functions:**

* Responsible for achieving strategic and financial objectives of the programs situated in three academic departments including support of centers, each with unique administrative issues. Oversee recharge centers assuring compliance with federal laws.
* Oversees business staff assigned to support day-to-day research/service activities or clinic operations. Supervises with consideration of individual departmental practices; establishes program/center practices as appropriate.
* Coordinates faculty recruitment (start up, faculty support services orientation, etc.). May assist with the refinement of faculty productivity standards and reporting to achieve efficiency.
* Oversees capital equipment planning and management; general procurement; management of funding for personnel including electronic funding distributions, management of faculty incentive plans including effort reporting and accounting.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in business, public administration or related field.

Experience: Seven (7) years related experience in administrative and financial operations

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

Licensure/Certification:

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: E1237J

SOC Code: 113031 IPEDS: Management

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

USM eCode: E23124 AAP Code: 1C