***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: **Executive Director, Finance & Controller**

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

Sub Family: Controller

**Job Summary:**

The Executive Director of Financial & Controller for a School will have management responsibility over school’s financial accounting and operations, including internal and external reporting and analysis, monitoring academic commitments and cash management.

**Essential Functions:**

* Oversee the day-to–day management activities of the school’s financial division for timely and accurate maintenance of general ledger and financial management reporting, including academic commitments and School’s operating units.
* Oversee financial accounting and GAAP/GASB reporting to include managing the school’s external financial reporting process; manage the periodic internal financial reporting process of the School.
* Maintain financial management systems and internal controls required to ensure that the school commitment, operating, and cash management accounts are safeguarded and that accounts are appropriately maintained in order to ensure accurate financial data.
* Monitor and oversee all School asset and liability accounts; ensure proper accounting methodology, techniques, and policies are adopted in School operations.
* Establish and maintain policies and procedures with regard to internal accounting controls and school accounting and disbursements practices; ensure that they are effectively communicated to the school community.
* Works with the schools’ leadership 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 School Finance and key customers and campus partners such as UMB Financial 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: Seven (7) years financial management required. A minimum of three (3) years experience in college, school, government accounting in a Management position preferred.

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

Licensure/Certification: Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Financial Manager (CFM), or Certified Internal Auditor (CIA) preferred

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: E1234J

SOC Code: 113031 IPEDS: Management

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

USM eCode: E23124 AAP Code: 1C