

Job Title	Assistant Comptroller
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Assistant Comptroller, under general supervision, assists the Comptroller with operational activities in the supervision and control of financial activities. Monitors fiscal health and direct capital project accounting. Provides oversight by ensuring effective and efficient operations of accounting activities in the Financial Reporting System.

Essential Duties and Responsibilities

- Assists in the coordination and supervision of activities of associated staff, with the compilation, review, completion, and distribution of the Consolidated Annual Financial Report (AFR).
- Directs liaison efforts with the State Auditor's Office, the State Comptroller's Office, and other oversight agencies for financial, reporting, and audit matters.
- Manages and reviews accounting functions related to the maintenance and management of the accounting system, including production control and security.
- Responds to inquiries. Serves as a fiscal liaison with departments, the State Comptroller's Office, and the System Office of Budgets and Accounting. Provides financial information, records, and support to auditors, both internally and externally.
- Assists in the enhancement and development of System-wide accounting and reporting procedures and regulations, including associated training and preparation of a System accounting policy manual, identification of problematic issues, and compliance with external accounting and reporting requirements and requests.
- Reviews and analyzes potential legislation dealing with financial issues. Interprets and directs implementation of requirements resulting from new legislation and/or directives of State oversight agencies.
- Supervises the calculation and negotiation of the long form rates, and the review and negotiation of short form rates.
- Reviews and monitors compliance of the disclosure statement submitted to the Department of Health and Human Services (DHHS).

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in Accounting or equivalent combination of education and experience.

Experience – Five years of related experience in managing accounting operations or in higher education directly related to accounting or budgeting operations.

Knowledge of – Knowledge of word processing, spreadsheet, and database, applications.

Ability to – Ability to multitask and work cooperatively with others. Strong verbal and written communication and presentation skills. Strong interpersonal and leadership skills. Ability to work with auditors to resolve issues or implement changes to improve work efficiency and internal controls. Ability to direct multifunction work teams.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally supervises employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	