

Director of Accounting

Job Code 1035

General Description

Responsible for developing and implementing strategic plans, budgets, departmental goals, and policies and procedures while planning, organizing, staffing and managing the General Accounting Office and managing the daily operations of the Financial Reporting and Accounts Payable ERP system.

Examples of Duties

Manage and oversee the activities of the General Accounting Office.

Supervise staff and conduct performance appraisals.

Maintain, document, and oversee policies and processes.

Resolve problems related to the recording, reporting, and monitoring of financial activity.

Assure compliance with federal, state and university rules, regulations and policies and accounting standards and guidelines.

Communicate with staff, university employees, internal and external customers regarding policy and procedures.

Review accounting documents for compliance with university, system, state and federal rules and regulations.

Review and approve reports for submission.

Write and update university and office policies.

Train staff and university employees related to accounting procedures and policy.

Serve as primary point of contact for internal and external customers.

Coordinate internal and external audits.

Develop office strategic plans and goals and prepare and maintain an office budget.

Perform other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of: higher education, state government, and other complex organizations; governmental accounting principles and reporting standards (GASB and GAAP); federal and state regulations.

Ability to: define and recommend policies related to all areas of General Accounting; interpret new or revised rules or regulations to ensure continued compliance with federal, state and university regulations; analyze complex issues and data; resolve problems quickly based on data and use discretion with sensitive material; function in a highly complex business environment while successfully motivating, supervising and evaluating employees to support and achieve strategic and tactical objectives; develop and sustain working relationships with internal and external customers; effectively communicate complex information clearly in written and oral format to a variety of audiences. Skill in: working cooperatively in a team

environment to provide quality customer service; maintaining an accounting system including implementation and system upgrades, with demonstrated ability to use and recommend technology solutions.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements