

Job Announcement

February 13, 2023

**POSITION:** Comptroller

**SALARY:** Commensurate with qualifications and experience

**CONTRACT PERIOD:** 12-month

**POSITION AVAILABLE**: March 1, 2023

**JOB SUMMARY:** The Comptroller provides leadership to the accounting and budget control functions of the university and serves as the key advisor to the Vice President for Fiscal Affairs on financial matters. Responsibilities of the position include, but are not limited to, development and support of business office staff, oversight of the accounting and budget support system, financial and managerial reporting, budget control and support of budget development activities, management of the relationship with external auditors, financial and account analysis, and the maintenance of sound accounting and related processes to foster a system of strong internal accounting controls.

**JOB DUTIES and RESPONSIBILITIES:**

* Maintains oversight responsibility for general accounting data; including cash accountability, payroll, accounts receivable, accounts payable and fixed assets.
* Prepares or supervises the preparation of financial reports to external agencies (i.e. State Treasurer, Office of State Finance, State Regents, A&M Regents, etc.)
* Provides monthly budgetary status reports to deans and department heads.
* Performs special financial analysis and prepares related reports for university president, vice presidents and deans.
* Evaluates financial accounting systems, policies and procedures assisting in development of revisions needed.
* Provides internal/external training of business staff both orally and in writing on accounting systems, procedures and practices.
* Responsible for administration of funding and accounting for federal, state and private grants.
* Responsible for insuring reporting requirements are met for the Hope and Life Time Learning tax credits.
* Coordinates annual audits of university and federal programs with external audit firm. Including scheduling and provision of necessary support requirements and arrangements.
* Accomplish internal audits of college activities as required by university president and vice presidents.
* Reviews student accounts and authorizes refunds in instances of overpayments.
* Prepares the budget request for the business office and monitors the approved budget.
* **Must have a strong work ethic and lead by example.**
* **Must be a professional, credible and respected representative of the institution internally and in the community**
* **Demonstrated willingness and ability to act ethically and socially responsible**
* **Must be able to lift more than 50-lb. objects; frequent bending, stooping, and walking.**
* **Can be exposed to a variety of weather conditions for periods of time.**
* **Ability to communicate in a courteous manner**
* **Other duties as assigned by Vice President of Fiscal Affairs or designee.**

 **The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**QUALIFICATIONS:**

* Four years progressively responsible experience in the accounting field.
* Demonstrated knowledge of fund accounting.
* Experience in a public college desirable
* Strong oral and written communication skills in English.
* Must demonstrate a history of ethical and professional behavior.

**EDUCATION, TRAINING AND EXPERIENCE:** Required: Bachelor’s or Master’s degree in accounting or closely related field. CPA or MBA desirable.

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