

Job Title: Assistant Controller
Reports to: Chief Financial Officer

OVERVIEW: Under general supervision, the Assistant Controller will be responsible for identifying and preventing discrepancies and assist with developing and implementing the appropriate central systems and/ or processes. The Assistant Controller will also be responsible for assisting with ensuring that the financial processes of the University are up to standard and accurate. The Assistant Controller will ensure financial integrity in the receipt, collection, and deposit of the University funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the formulation and implementation of internal controls and policies to comply with legislation and establish best practices.
- Assist in the preparation of financial statements in compliance with guidelines, policies, procedures and/or requirements.
- Assist in the preparation of budgets and/or forecasts and report variances.
- Assist in the preparation of annual audits.
- Assist with the review of the University's accounting information to identify and resolve inaccuracies or imbalances and ensure data integrity.
- Assist with the development and/or preparation of reports for management or other regulatory bodies.
- Assist with the periodic evaluation of the University's financial structure as a means of continual improvement for efficiency.
- Assist with special projects as requested.
- Provide technical financial advice to others within the financial discipline.
- Research technical accounting issues for compliance using generally accepted accounting principles.
- Manage and comply with local, state, and federal government reporting requirements and tax filings.
- Support month-end and year-end close out analyses.
- Handle sensitive information in a confidential manner.
- Manage student collection activities, as well as student accounts to ensure proper and timely collection of student tuition, fees, and miscellaneous charges in accordance with federal, state and WIU policies and procedures.
- Monitor student account on hold and ensures accuracy of student account data.
- Prepares and promptly submit information, documents and reports as required.
- Oversight of student account correspondences and/or notifications.
- Reconciles student accounts and/or payment plans and update systems.
- Coordinates and process student refunds in compliance with federal, state, and WIU policies and procedures.
- Coordinates and sends communication for deposits, graduation holds and other deadlines.
- Provides day-to-day student support, troubleshooting concerns and determining appropriate resolutions.
- Other duties as assigned or as become evident.

COMPETENCIES

- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of complex documents and/or instructions furnished in written, oral, diagram, or schedule form.
- Ability to effectively respond to both internal and external stakeholders.
- Ability to pay attention to detail.
- Ability to utilize good interpersonal communication techniques.
- Ability to remain professional at all times during stressful situations.
- Ability to work as part of a group or independently.

- Ability to multi-task, prioritize and organize work to meet deadlines.
- Ability to follow confidential procedures.
- Ability to use various office equipment.
- Excellent written and verbal communication skills.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge on conducting risk analysis.

COMPUTER SKILLS:

- Advanced skills utilizing Microsoft Office software to include Excel and Word
- Ability to use electronic mail software to include Microsoft Outlook.
- Ability to use internet browser software to include Internet Explorer.
- Ability to use and/or willing to learn other software

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to sit a normal seating position for extended periods of time.
- While performing the duties of this job, the employee is regularly required to reach by extending hand(s) or arm(s) in any direction.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time using their hands to write, handle, control, or feel objects.

VISION REQUIREMENTS

- Ability to see within normal parameters.

WORK ENVIRONMENT

- This position works in a climate controlled environment with a quiet to moderate noise level.

SUPERVISORY RESPONSIBILITIES:

- Support staff in the accounting department.

EDUCATION, EXPERIENCE, and TRAINING:

- Bachelor's Degree in Accounting or related field and a minimum of 5 years of combined accounting and finance experience or an equivalent combination of education and experience.

Note: Nothing in this job specification restricts management's right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons, with or without notice. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.