

University of Nebraska Central Administration

Job Description

General Information

Working Job Title: Assistant Controller	Job Family: Administrative/ Business Operations (49244312)	Job Family Zone: Senior
Position Number: TBA	Department Name: VPBF	SAP Organization Unit Number:
Employee Name:	Date of Last Update: 09/27/2018	Title of Supervisor: Director of Accounting Services
SAP Personnel #:	Last Updated By: HR	Name of Supervisor: Brenda Owen

Position Summary

This position supports the financial accounting functions at the University of Nebraska system office and the University Technology Development Corporation and its subsidiaries. The Assistant Controller works with campus peers and senior University leadership to promote a culture of accountability and professionalism. This position assists in developing, coordinating, and implementing business information and reporting strategies that serves the many constituencies of the University.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
<p><u>University Technology Development Corporation (UTDC)</u></p> <ul style="list-style-type: none"> • Manage accounting functions for UTDC and subsidiaries, including quarterly financial statement preparation for Board meetings and annual audited financial statements. • Monitor tax compliance and prepare IRS filings when necessary. • Develop and monitor policies and procedures in accordance with State and Federal Law and Board of Regents by-laws and policies. • Other duties as assigned. 	50	*
<p><u>Financial Accounting</u></p> <ul style="list-style-type: none"> • Develop, manage and monitor designated accounting operations and the performance of daily, monthly and other accounting & financial records as well as ad hoc reporting. • Prepare annual financial statements and supporting schedules for Central Administration for consolidation in the University general purpose financial statements. • Monitor tax compliance, including preparation of IRS filings, post-issuance bond compliance reporting, and unrelated business income tax management and reporting. • Develop quarterly financial reports for senior leadership. • Post and reconcile University of Nebraska Facilities Corporation (UNFC) and self-insurance activity from monthly trustee statements; provide quarterly Endowment reconciliations to the campuses; prepare annual reconciliations for UNFC and self-insurance. • Coordinate and post various campus allocations. • Completion of various financial surveys. • Works with the Controller's group, made up of representatives from all campuses, in areas of financial reporting, compliance and other accounting related developments. • Other duties and projects as assigned. 	40	*
<p><u>Compliance and Communication:</u></p> <ul style="list-style-type: none"> • Provide assistance in application and implementation of changes in accounting procedures and processes from changes in GASB principles, regulatory change, or changes catalyzed by other oversight groups. • Communicate effectively with a myriad of outside parties to facilitate the preparation of financials statements on a timely basis. • Build a culture of collaboration with internal partners including campuses, institutes, NU Foundation and university administration. 	10	

Qualifications

Required:

Bachelor's degree with coursework in business, accounting, or finance and 5 years of progressively responsible experience in accounting, and financial reporting.

Preferred:

CPA, Master's degree, Work experience directly related to higher education and government accounting, excellent analytical skills, Demonstrated ability to responsibly manage time and competing priorities, Demonstrated success in managing, supporting and motivating staff, and commitment to the ideals of a major public research university.

An equivalent combination of education and experience from which comparable knowledge is acquired may be considered.

Zone Definition Factors

Nature/Complexity of Work

The quantitative skills such as business, finance, statutory requirements, IT systems, and federal regulations can be vast and difficult. In general, the work can be very complex and primarily depends on the organizational skills, accounting abilities, sound organizational understanding and legal expertise of the individual.

Problem Solving/Decision-making

Requires the ability to understand and analyze many and varied campus accounting situations and provide guidance and useful advice to resolve/improve/mitigate University fiscal accountability. The employee determines the tools and approach to be used in developing analyses and uses judgment in determining the degree to which detail and information is needed. The individual in the position uses their own discretion as to when and how to communicate with administration and coordinate with other staff and management teams.

Strategic Impact

The impact of errors is far-reaching. Errors in financial analysis and accounting, will adversely affect the University, Business and Finance office, Self-insurance Trust, Foundation and campuses. Administrative review is often necessary before information is released by this position, but the responsibility for error-free detail supporting analytical information rests on the employee.

Know How

Thorough knowledge of accounting practices, regulations, state statutes and financial concepts is necessary. Strong analytical, organizational, communication and interpersonal skills are required. Ability to interpret and prepare information for analysis activities and communicate findings to management is essential. Must follow bond covenants, trust documents, Board of Regents By-laws and policies and State and Federal Law and other rules and regulations.

Technical Know How

Understand accounting business processes in SAP and be able to administer, train and create reports. Proficient knowledge of Microsoft Excel and Microsoft Access, including the ability to use and create multiple worksheets, pivot tables, charts, and formulas is required. Working knowledge of the internet, e-mail, and Microsoft Office is also required.

Interactions

Works collaboratively with individuals and organizations on the University's four campuses (UNL, UNO, UNK and UNMC) and UTDC and its subsidiaries.

Supervision

This position reports to and receives indirect* supervision from the Director of Accounting Services. This position has no supervisory responsibilities. {*This is based on level of proficiency and years of service.}

Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

	Circle the appropriate number of hours								<i>Indicate intermittent or constant</i>		
									Intermittent	Constant	
Sit	0	1	2	3	4	5	6	7	8	X	_____
Stand	0	1	2	3	4	5	6	7	8	X	_____
Walk	0	1	2	3	4	5	6	7	8	X	_____
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8		_____
Explain											

2. **THIS POSITION REQUIRES:**

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	X	_____	_____
Bending	X	_____	_____
Kneeling	_____	_____	_____
Reaching	_____	_____	_____
➤ Overhead	X	_____	_____
➤ Forward	X	_____	_____
➤ Low	X	_____	_____
Twisting	X	_____	_____
Crawling	_____	_____	_____
Climbing	_____	_____	_____
➤ Ladder	_____	_____	_____
➤ Stairs	X	_____	_____
➤ Other	_____	_____	_____
Walking on rough ground	_____	_____	_____
Exposure to changes of temperature/humidity	_____	_____	_____
Exposure to dust/fumes/gases/chemicals	_____	_____	_____
Being near moving machinery	_____	_____	_____
Working from heights	_____	_____	_____

3. **THIS POSITION REQUIRES EMPLOYEE TO:**

Indicate letter in appropriate Space:	LIFT=L	CARRY=C	PUSH=P	PULL-PL
	Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	Over 5 hrs daily
11 - 24 lbs	L, C , P, PL	_____	_____	_____
25 - 49 lbs	_____	_____	_____	_____
50 - 74 lbs	_____	_____	_____	_____
75 - 100 lbs	_____	_____	_____	_____
* Over 100 lbs	_____	_____	_____	_____

* If the position requires the employee to handle over 50 lbs - please explain

4. **POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:**

	RIGHT	LEFT	BOTH
Keyboarding	_____	_____	X
Filing	_____	_____	X
Other Explain:	Operation of a usual and customary office equipment		

5. **This position requires attendance at the workplace.**

Job Family Zone Questionnaire

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

_____ Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

____ Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

____ Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

__x__ Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

____ Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

____ Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

____ Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

____ Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

____ Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

__X__ Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

____ Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

____ Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

____ Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

__X__ Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

____ Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

____ Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

____ General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

May provide incidental guidance to others. [1]

Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Zone Assignment= Senior	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	09/2018
Supervisor:		
Administrator:		