

JOB TITLE : ASSOCIATE CONTROLLER

JOB FAMILY : FINANCE/BUDGET/PLANNING

BAND : I

FLSA : EXEMPT

JOB CODE : 10058

MAIN FUNCTION:

Establish and implement accounting procedures; implement and develop financial policies and university-wide financial training; be responsible for the direction of General Accounting, Plant Accounting and Accounts Payable.

ESSENTIAL DUTIES & RESPONSIBILITIES :

In conjunction with University Controller, provide strategic leadership and management for accounting and financial operations.

Work closely with campus leadership to establish priorities for development and design of university-wide financial related systems.

Analyze business operations and forecasts and provide recommendations to meet department and university goals.

Ensure and prioritize improvements to financial tools and processes to support effective and efficient solutions (may result in application modifications, system enhancements and/or process improvements).

JOB PROFILE :

MINIMUM EDUCATION/ EXPERIENCE : Master's degree and 7 to 10 years relevant experience or equivalent combination.

IMPACT : Accountable for activities which have a substantial impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY : Contacts are throughout the University and involve coordinating major activities that may involve sensitive situations.

CONTACTS OUTSIDE THE UNIVERSITY : Contacts involve providing and/or receiving guidance, advice or information that must be analyzed and developed by the position.

CONTACTS WITH STUDENTS : Occasional contact to provide information and instruction.

SUPERVISION GIVEN : Responsible for providing supervisory direction to other managers.

COMPLEXITY : Occasionally required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally involve many diverse and unrelated processes and methods. Work requires sophisticated reasoning skills.

LEVEL OF DECISION MAKING : Responsible for making decisions concerning policy-setting, research, planning or students.

FREEDOM OF ACTION: Little direct supervision of activities, with considerable latitude for exercising judgment and self-direction.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA.