

**OREGON UNIVERSITY SYSTEM
UNCLASSIFIED SERVICE POSITION DESCRIPTION**

Working Title:	Director of Accounting & Reporting	() New Position
Department:/Org:	Controller's Division	() Revised Date: 2/22/10
Employee Name:	TBA	(X) Exempt (from overtime)
Reports To:	Assoc. Vice Chancellor for Finance & Administration and Controller	() Non-Exempt (overtime eligible)
Actual FTE:	1.0	Position Number: K10005 Job Group: 10

GENERAL DESCRIPTION OF THE POSITION

This position involves the ongoing development of a system-wide accounting structure (including accounting policies) and preparation of the annual financial statements for the Oregon University System, which comprises seven universities and a chancellor's office, with over 15,000 funds and total annual revenue exceeding \$1.75 billion. Position requires leading an accounting staff and effective communication with institutional business officers. Position requires that the ongoing development and maintenance of the accounting structure provide sufficient assurance for signing the annual management representation letter for the financial statement audit.

This position exercises a high degree of independent judgment and oversees work directly impacting system wide financial and managerial accounting and reporting. This position reports directly to the Associate Vice Chancellor for Finance & Administration and Controller and has significant system wide responsibilities. The position receives general supervision.

DESCRIPTION OF SPECIFIC DUTIES AND PERCENTAGE OF TIME

- 15% Oversee and direct preparation of the annual financial report of the Oregon University System.
- a) Ensure that the annual financial report (including the financial statements, notes, and required supplemental information) is complete and accurate; and fulfills the requirements of Generally Accepted Accounting Principles (GAAP), in accordance with the Governmental Accounting Standards Board (GASB) and the National Association of College and University Business Officers (NACUBO).
 - b) Prepare and maintain comprehensive support to the annual financial report through the OUS accounting records, financial reporting software (e.g., Hyperion), work-papers, spreadsheets, and other supporting schedules.
 - c) Ensure that the annual financial report meets the requirements of various stakeholders, including the State of Oregon, Department of Administrative Services.
 - d) Ensure that the annual financial report and all supporting schedules are completed in a timely manner to meet the time requirements of the OUS stakeholders.
 - e) Coordinate the external audit of the financial statements and federal compliance (i.e., OMB Circular A-133 audit). Work with the external auditors, including coordinating

schedules, providing information requested by external auditors and following-up on all results, including findings and recommendations.

- f) Develop OUS year-end closing instructions and ensure that all information needed to close the accounting records and prepare the annual financial report is complete, accurate, and timely received.
- 15% Provide all other external financial reporting and sufficient work-papers and support for those reports, including:
- a) Federal reporting, including Schedule of Expenditures of Federal Award (SEFA), reports required of the American Recovery and Reinvestment Act (ARRA), and sub-recipient monitoring.
 - b) Reports and schedules to support the State of Oregon Comprehensive Annual Financial Report (CAFR)
 - c) IPEDs reporting
 - d) Periodic reports presented to the Board, e.g., financial reports of Intercollegiate Athletics
 - e) Other Reporting and surveys, including reports to the State of Oregon, the Board, and other constituents and interested parties.
- 15% Ensure that OUS accounting records provide for comparable and consistent data, and are sufficient to meet the OUS reporting needs. Tasks involve:
- a) Maintaining a standard chart structure within Banner FIS
 - b) Coordinating processing and reporting schedules
 - c) Developing and maintaining reporting tools (e.g., Hyperion)
 - d) Monitoring the aggregate FIS database
 - e) Reviewing and recommending controls over the OUS finance data-warehouse
 - f) Testing Banner FIS
- 15% Establish system-wide accounting policies:
- a) Interpret and implement GASB and NACUBO accounting and financial reporting standards.
 - b) Work with university business officers and other workgroups to develop and maintain system-wide accounting policies.
 - c) Develop and distribute fiscal policies pertaining to system-wide accounting and , financial reporting
 - d) Provide system-wide accounting expertise and work with universities to resolve university accounting issues.

- 15% Oversee the following significant accounting functions for OUS:
- a) Accounting for capital construction
 - b) Accounting for fixed assets
 - c) Preparing and negotiating facilities and administrative rate proposals for the Chancellor’s Office, Eastern Oregon University, Oregon Institute of Technology, Southern Oregon University, and Western Oregon University.
- 10% Ensure that internal controls are sufficient for system-wide accounting and financial reporting.
- a) Develop risk analyses to help prioritize tasks.
 - b) Develop an overall monitoring strategy to ensure the integrity of the OUS accounting data, including assurance that critical reconciliations are performed on a timely and consistent basis.
- 10% Lead or participate in long-term projects pertaining to system-wide accounting and reporting. This involves project management, including creating project plans, implementing and monitoring projects, ensuring that projects are performed within specified timeframes and costs, and ensuring that the project results are successful.
- 5% Other projects and duties as assigned.

Number of employees supervised:		% of time spent in supervision <u>25</u>
Unclassified	<u>3</u>	
Classified	<u>1</u>	
Student	<u>0</u>	

AFFIRMATIVE ACTION AND DIVERSITY RESPOSIBILITIES

Responsibility to support progress in the elimination of past and present discrimination includes: complying with Chancellor’s Office policies, procedures, and practices that promote affirmative action, equal opportunity, and diversity; encouraging employees to know, understand, comply with and support equal employment, affirmative action, diversity and inclusion of a multicultural workforce; fostering an environment supportive of affirmative action efforts related to recruitment, selection, promotion, transfer, and training; monitoring workplace conditions to prevent unlawful discrimination and harassment of employee; assisting Human Resources and Purchasing/Contract Services by identifying areas of concern and developing and implementing strategies for resolution.”

EXPERIENCE AND EDUCATION REQUIRED (MINIMUM QUALIFICATIONS)

- A bachelor’s degree in a business related field
- CPA license

- Six years of professional accounting or auditing experience (preference given to college and university experience)

SPECIAL (PREFERRED) QUALIFICATIONS

- Experience in preparing/analyzing financial and managerial reports.
- Experience in researching, analyzing, and applying laws, rules, regulations and GAAP.
- Experience in project management leadership.
- Experience in policy development.
- Supervisory experience.

KNOWLEDGE, SKILLS & ABILITIES

- Extensive knowledge of GAAP and financial and managerial accounting and reporting
- General knowledge of the Internal Revenue Code and OMB Circulars (applicable to federally sponsored project management).
- General knowledge of computerized accounting systems.
- General knowledge of project management.
- General knowledge of fiscal policy development.
- General knowledge of supervising techniques and methods applicable to a professional staff.
- Skill organizing and coordinating work groups to resolve issues as well as reviewing others' work for compliance and accuracy.
- Skill researching, interpreting, and applying generally accepted accounting principles, internal revenue code, and OMB Circulars (e.g. The Single Audit Act).
- Skill analyzing and interpreting agency fiscal information.
- Skill advising and implementing accounting controls, financial and managerial reports, improvements to business practices, etc.
- Ability to establish effective working relationships.
- Skill in effectively communicating orally and in writing with a variety of people, at various levels.
- Skill in applying tact and diplomacy with others to gain cooperation.
- Skill in team and project management leadership.

WORKING CONDITIONS

Based on criteria under OAR 580-23-0010, it has been determined that this position is a critical or security sensitive position that requires a criminal background check.

The position is located in the Chancellor’s Office Corvallis site. In-state day travel is periodically required.

Employee Signature Date

Supervisor Signature Date

Human Resources Date