

Class Code:	Prior 7/1/2004 9297	After 7/1/2004 9297
Title:	Controller	Controller
Pay Grade:	N/A	N/A
Pay Band:	N/A	Admin/Managerial
FLSA:	Exempt	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Controller

Job Summary:

This is work directing, planning, developing, implementing and managing the fiscal and accounting functions of UWF and is responsible to a Vice President or appropriate administrator.

Example description of duties (not all inclusive):

Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained.

Provides leadership and direction in policy development.

Develops internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.

Prepares or directs preparation of financial statements, business activity reports, financial position forecasts, annual budgets, and/or reports required by regulatory agencies.

Delegates authority for the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments.

Advises management on short-term and long-term financial objectives, policies, and actions.

Maintains current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.

Serves as liaison between UWF, Board of Trustees and state agencies and/or departments and other organizations on fiscal and accounting matters.

Represents UWF and/or Board of Trustees on Florida Division of Colleges and University or state committees and attends meetings and conferences, as appropriate.

Minimum Qualification Requirements:

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

For some positions assigned to this class, special qualifications may be added to the minimum, such as possession of a State of Florida CPA certificate.