



## Savannah State University Position Description – Comptroller

### ***POSITION DESCRIPTION***

Position Title: Comptroller

FLSA Status: Exempt

Reports to: Vice President

Department: Financial Services

Date Prepared: June 2008

### ***BASIC FUNCTION***

The Comptroller serves as the chief accounting officer for the University. The Comptroller oversees the daily operations of accounting, payroll, and accounts payable functions.

### ***NATURE & SCOPE***

Reporting to the Vice President, this position directs all accounting activities for the University. This includes overseeing the budget for Fiscal Affairs.

The job has rather wide latitude to consider appropriate actions as it relates to the accounting operations of the University. This position is the key contact internally for external audits conducted as Savannah State, and ensures that the University is in compliance with all policies and state and federal regulations.

The position is a team leader and provides direction and supervision to the accounting staff, which includes multiple departments within the Fiscal Affairs operation.

### ***PRINCIPAL ACCOUNTABILITIES***

- Manages accounting and reporting responsibilities.
- Ensures compliance with University policies, state and federal regulations.
- Supervises the preparation of the University's Annual Financial Report.
- Coordinates external University audits.
- Oversees accounting manual and fiscal policies and procedures training programs.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires an advanced degree and is required to be a Certified Public Accountant. Minimum of ten (10) years experience in general ledger management with experience supervising accountants with varying levels of experience. Fund accounting experience desired, preferably within a higher education institution.