



Vacancy Announcement
Assistant Comptroller
Division of Business Affairs

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 153 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow's world.

Duties and Responsibilities:

- Utilizes the capabilities of accounting and operating systems: Establishes, manages and reconciles accounts within the General Ledger system to effectively capture costs and relevant data and to ensure the accuracy of data recorded.
- Wherever possible, links relationships between various operating systems and functions within the agency's diverse organization.
- Establishes user-friendly system reports as needed by agency management; provides staff training in easily obtaining and using this data reporting information.
- Assists the Comptroller in the formulation, analysis, and monitoring of the annual budget.
- Generates Budget versus Actual agency expenditure reports.
- Provides statistical comparisons with other agencies as requested (e.g. salaries, budget size, population, etc.).
- Prepares monthly/quarterly reimbursement reports as required to ensure data is consistent with General Ledger reports.
- Maintains all supporting documentation as required by state and county, to ensure successful compliance audits by internal and external auditors.
- Accurately analyzes monthly operating funds statements for inconsistencies in accounts payable, submitting any inconsistencies to the Comptroller for resolution, to maintain efficient fiscal control of the funds in accordance with agency policies. Establishes written policies and procedures in accordance with GASB and FASB required fund control.
- Analyzes cash flow, budget deviations, and other non-financial operational indicators. Provides appropriate summary and recommendations based on the findings.
- Performs management studies relating to budget and conducts analytical activities to monitor and control spending in order to achieve budgetary objectives in accordance with agency policy.
- Prepares monthly financial statements for compliance. Accurately analyzes each quarterly statement and takes appropriate and effective corrective actions if budgetary parameters are not consistent with state statutes' requirements.
- Customarily and regularly plans, assigns, and directs the section employees' work. (Accounts Payable, Accounts Receivable, Payroll, etc.) Enforces agency General Orders and policies,

including training employees, managing and developing employees' skills, appraises staff performance; addresses complaints and resolves problems; and builds morale and teamwork.

- Performs tasks well under pressure; demonstrates accuracy and thoroughness; adheres to strict time deadlines and project specifications and standards.
- Analyzes complex and diverse technical information.
- Identifies and resolves problems in a timely manner; listens to others and solves conflicts.
- Speaks clearly and persuasively and demonstrates group presentation skills.
- Adapts to changes in the work environment and implements effective changes by looking for ways to improve and promote work quality and quantity.
- Successfully completes all assignments to specifications, within specified timeframe and budget as directed and in accordance with agency policies and regulations.
- Establishes administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned personnel.
- Verifies quality of the work product to ensure accuracy of data, corrects record entries and matches to corresponding files. Completes forms, researches document exceptions, and assists with production work/data entry to prevent backlog.
- Follows policies, procedures, applicable laws and guidelines to effectively administer/approve employee actions including time records, leave requests, disciplinary actions, etc. Adheres to all policies regarding work-related illness, accidents and safety procedures.
- Communicates regularly with staff and others for the purposes of improving individual/department performance, teamwork and efficiency within the unit and across the agency.
- Collects and completes production statistic and activity reports. Coordinates workflow and makes adjustments as needed to achieve maximum productivity.
- Performs other related duties as assigned.

Qualifications:

- Bachelor's degree in accounting, finance, management, or related field from an accredited college or university required; Master's degree preferred.
- Must have 7+ years of progressively responsible work experience, including 4 years supervisory experience.
- Knowledge of GAAP and GASB is required. Knowledge of various accounting systems is a plus.
- Required qualifications include a bachelor's degree in accounting or related field from a regionally accredited institution of higher education
- CPA preferred.
- Experience in fund accounting and management of relational database accounting systems.
- Extensive knowledge of governmental accounting practices and general knowledge of purchasing practices.
- Experience in non-profit accounting and understanding of FASB reporting requirements.
- Excellent communications skills and a commitment to providing services in accordance with the stated mission, goals, objectives, and priorities of the College.

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

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