

COMPTROLLER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
0370	Assistant to Comptroller	03	355	6 mo.	09/30/87
0862	Assistant Comptroller	03	355	6 mo.	09/30/87
0899(0861)	Comptroller	03	355	12 mo.	09/30/87

Promotional Line: 309

Series Narrative

Employees in this series are responsible for administering the receipt, expenditure, and/or investment of university funds.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant to Comptroller **0370**

Employees at this level serve as a staff assistant to the comptroller of the university. They work under administrative direction from the comptroller.

An Assistant to Comptroller typically –

1. researches special areas or completes special projects as delegated by the comptroller, such as:
 - reviewing and formulating changes in record keeping or reporting systems
 - analyzing finances of the university foundation
 - coordinating efforts of the comptroller's office during audits conducted by internal or external auditors
 - analyzing and administering non-appropriated local fund budgets
2. directs the preparation of, or prepares, analytical reports for submission to federal, state, or private agencies or university officers
3. serves as liaison to outside agencies or other areas of the university (such as state agencies, governing board offices, allied institutions, or other administrative divisions of the university) as delegated by the comptroller
4. provides guidance to staff of comptroller's office or managers or administrators of other university offices concerning matters related to assigned projects or areas

5. may assist in the administration of the comptroller's office (such as monitoring expenditures and recommending budget adjustments or participating in the formulation of office policies, programs, or procedures)
6. performs other related duties as assigned

Level II: Assistant Comptroller**0862**

Employees at this level manage a major division of the comptroller's office. They work under administrative direction from the comptroller

An Assistant Comptroller typically –

1. implements authorized policies, programs, and procedures within the division through subordinate supervisors; is responsible for the staffing, training, production, compliance, evaluation, and salary adjustments of personnel in the division
2. coordinates a variety of activities or units within the division; coordinates the activities of the division with others in the comptroller's office or other divisions of the university
3. represents the division or, as delegated, the comptroller's office to outside agencies or other areas of the university (such as state agencies, governing board offices, allied institutions, or other administrative offices of the university)
4. performs the functions of the comptroller in his/her absence
5. provides guidance on financial or fiscal matters to university managers or administrators
6. may assist in the administration of the comptroller's office as delegated by the comptroller (such as monitoring expenditures and recommending budget adjustments or management of personnel)
7. may provide staff assistance to the comptroller, as delegated (such as completing special projects, directing the preparation of reports, etc.)
8. performs other related duties as assigned

Level III: Comptroller**0899(0861)**

Employees at this level are responsible for assuring that university funds are receiving, expended, and/or invested in accordance with federal, state, governing board, and university regulations. They work under administrative review of executive officers of the university.

A Comptroller typically –

1. is accountable for the receiving, expending, accounting, and fiscal activities of the university (such as the design of record keeping and reporting systems, payroll maintenance, purchasing and receiving, the preparation of reports, the conduct of financial analyses, and provisions for appropriate controls)
2. is accountable for the management of personnel within the comptroller's operations (such as staffing, training, production, and compliance with regulations)

3. develops and evaluates policies or programs within the comptroller's operations and recommends new ones to university officers; directs implementation of authorized policies or programs; may participate in the formulation of university policies or programs
4. represents the comptroller's office or university to outside agencies, other areas of the university, or the public (such as state or federal agencies, governing board, allied institutions, external and internal auditors, other administrative divisions of the university, or the local community)
5. advises university executive officers, administrators, or managers on fiscal, accounting, and/or financial matters
6. signs or advises executive officers on the acceptance of grants and contracts
7. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO ALL LEVELS:

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one, or any combination, of the following types of preparation:
 - (a) credit for college training leading to a major in accounting, business administration/management, business-oriented data processing, auditing, or a closely related field
 - (b) progressively more responsible experience that provided a knowledge of generally accepted principles, theories, and practices used in one of the fields listed above and that was of such scope, level, and quality as to assure the applicant's overall ability to undertake entry-level professional work in the field; such experience must be evaluated on the basis of its comparability to a normal curriculum in one of the academic programs listed above, taking into account the relationship of the experience to the content of the courses in the curriculum.¹

that totals 1.0 unit according to the following conversion rates:²

Bachelor's degree (or 120 semester hours) in "a" = 1.0 unit

3 years of "b" = 1.0 unit.

¹In substituting experience for education as provided above, it is recommended that, in order to ensure consistent application of these qualifications, the evaluation and verification of an applicant's experience be accomplished through the cooperative efforts of the personnel office and an experienced professional in the appropriate field in the manner that will preserve the applicant's anonymity.

²Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

2. Any one, or any combination of the following types of additional preparation:
 - (a) credit for graduate-level college training with a major emphasis in accounting, business administration/management, business-oriented data processing, auditing, or a closely related field
 - (b) professional experience in accounting, business administration/management, business-oriented data processing, auditing, or a closely related field

that totals 1.0 unit according to the following conversion rates:³

Master's degree (or 30 semester hours) in "a" = 1.0 unit

9 months of "b" = 1.0 unit.

NOTE: Possession of a certificate as a Certified Public Accountant (CPA) or a Certified Internal Auditor (CIA) satisfies requirement 1 and one half (0.5 unit) of requirement 2 above.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of automated management information systems

ADDITIONAL MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Assistant to Comptroller

0370

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. three years of progressively responsible professional experience in accounting, finance, auditing, or a closely related field

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of general accounting principles and practices
2. knowledge of the principles and practices of business administration
3. knowledge of requirements of state and federal statutes, rules, regulations, and guidelines applying to assigned operations of the comptroller's office and related areas (such as the state Comptroller's Act, federal grant regulations, or federal requirement on student financial aid programs)

³Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

4. knowledge of or ability to learn governing board, university, or departmental policies, rules, and regulations affecting assigned operations of the comptroller's office and related areas
5. ability to conduct research into assigned areas or complete special projects assigned by the comptroller
6. ability to provide guidance to others
7. ability to communicate ideas, instructions, procedures, etc. effectively to persons throughout the university or in outside agencies

Level II: Assistant Comptroller**0862****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. five years of progressively responsible professional experience in accounting, finance, auditing, or a closely related field, three of which were in a supervisory or managerial capacity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of general accounting principles and practices
2. knowledge of the principles and practices of business administration and personnel management
3. knowledge of requirements of state and federal statutes, rules, regulations, and guidelines applying to assigned operations of the comptroller's office and related area (such as state Comptroller's Act or regulations on records retention)
4. knowledge of or ability to learn governing board, university, or departmental policies, rules, and regulations affecting assigned operations of the comptroller's office or related areas
5. ability to manage assigned activities in the comptroller's office, including direction of personnel and coordination of programs
6. ability to communicate ideas, instructions, procedures, etc. effectively to persons throughout the university or in outside agencies

Level III: Comptroller**0899(0861)****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. seven years of progressively responsible professional experience in accounting, finance, auditing, or a closely related field, five of which were in a supervisory or managerial capacity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. extensive knowledge of general accounting principles and practices

- 2. thorough knowledge of the principles and practices of business administration and personnel management
- 3. broad knowledge of requirements of state and federal statutes, rules, regulations, and guidelines applying to the comptroller's office and related areas
- 4. broad knowledge of or ability to acquire a broad knowledge of governing board, university, or departmental policies, rules, and regulations affecting operations of the comptroller's office and related areas
- 5. ability to administer the programs and activities of the comptroller's office
- 6. ability to formulate policies and programs for the comptroller's office
- 7. ability to represent the comptroller's office to officials within and outside the university

Assistant to Comptroller	Edited
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Comptroller	Edited