



THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

JOB DESCRIPTION

Associate Vice Chancellor and Comptroller

Exempt

Position #100319

ESSENTIAL FUNCTION

Responsible for agency-wide administration of all accounting and financial reporting policies, including the proper processing and recording of financial transactions, the preparation of all official financial reports, the establishment and maintenance of internal control systems to ensure compliance with constitutional and statutory assignments; responsible for accounts payable and receivable, recommending and instituting appropriate fiscal policies and procedures, and monitoring budget performance. Supervises business office staff.

RESPONSIBILITIES AND DUTIES

- Responsible for the proper processing and recording of financial transactions, the preparation of all financial reports, the establishment and maintenance of internal control systems, stewardship of agency assets, and fulfillment of debt responsibilities.
- Responsible for coordination of all external audit activities.
- Supervise accounts payable and receivable.
- Monitor budget performance.
- Examine effectiveness of all levels of management in use of agency resources and compliance with policies and procedures.
- Review fiscal procedures and records for their adequacy.
- Responsible for recommending hiring, firing, advancement, promotion or other changes in assigned employee(s) status.
- Interact with other state agencies and external auditors.
- Other similar duties as assigned.

POSITION QUALIFICATIONS

Bachelors' degree in Accounting, Business or related field. CPA or Master's degree desirable, preferably in business or higher education administration. Five years' experience in finance, accounting or administration in a managerial role. Effective verbal and written communication skills. Knowledge of SCT or other electronic accounting systems, relevant tax laws, federally sponsored research accounting and auditing procedures essential.

SUPERVISION

The employee performs work under the Vice Chancellor for Budget and Finance.

Interested candidates may submit a cover letter and resume (including a list of 3 professional references) to:

OSRHE, Human Resources, P.O. Box 108850, Oklahoma City, Oklahoma 73101-8850.

Fax #: (405) 225-9230

E-mail: hr@osrhe.edu

Review of resumes will begin by October 19, for an expected hire date of December 1, 2009.

Revised December 2006