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Purpose of Area

Directs Accounts Payable, Accounting and Reporting, Grants Accounting, and Payroll. Promotes the University's objectives by exercising control through the reporting and interpreting of data needed for decision making, recording and reporting of financial transactions according to generally accepted accounting principles (GAAP), vendor and payroll disbursements, recording of cash receipts, and coordinating external audits. Provides fiscal control, financial reporting, analysis, and interpretation for sound fiscal guidance and decision making for the University. Monitors federal, state, and local regulations and implement adjustments to maintain compliance.

Tie in with Strategic Plan

Part of being a Public University requires that we are accountable and good stewards of public funding including Federal, State, as well as that acquired from tuition. Federal (including grants), and State funding contributes approximately 40% in combined operating and non-operating revenues. Core values of strong commitment to accountability, striving for highest level of quality through continuous improvement to operations. Overarching strategic goals of building financial stability and sustainability by tracking and reporting on the financial operations

Employees

Brief job description for each position type

Assistant Controller (1)	Provides leadership to a complex, diverse, and challenging team responsible for various compliance reporting as well as providing decision makers with the necessary requested reporting needs. Leads and implements continuous process improvement plans and projects.
Director of Grants Accounting (1)	Provides leadership, management, and monitoring of compliance for all transactions related to and assisting in financial reporting of approximately 800 grants received by sponsoring agencies with total annual expenditures of \$50M.
Accounting Manager (1)	Responsible for reporting of financial transactions according to GAAP (generally accepted accounting principles), annual audit preparation, and preparing and submitting all required external financial and accounting reporting to State and Federal government and other external agencies.
Fiscal Manager (1)	Responsible administering the P-card program and for accurate and timely payment of UT's obligations to approximately 50K suppliers, vendors, contractors, and reimbursements to our employees for a total annual disbursement of approximately \$300M. Responsible for accurate and timely processing of bi-weekly payroll of approximately \$12M for 8000 Faculty, Staff, and Student employees, monthly and quarterly tax withholding and other deduction reporting and payments, and issuing W2s.
Senior Financial Analyst (7)	Supports the Assistant Controller, Director of Grants Accounting, Accounting Manager, and the Fiscal Manager in developing and executing financial reports, system upgrades and improvements, implementing best practices, and problem solving. Provides management in the absence of managers
Grants Resource Analyst (1)	Supports the Director of Grants Accounting in evaluating processing and implementing automation for continuous process improvements
Accounting/Financial Analysts (9)	Supports the managers and senior analysis on the day-to-day operations of accounting, payroll, and accounts payable. Analyzes the operations, procedures, processes, and problems to identify areas for automation or improved workflow. Reviews workflow to evaluate effectiveness and recommends changes to improve productivity, creates and implements key performance indicators.
Payroll Officer (1)	Supports the overall payroll processing, ops/strs reporting, and other tax reporting requirements

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Accountant (3)	responsible for data entry for invoices, PAs, timecards, absence reports, etc, for payment to vendors and employees, some analysis into the more complex processing issues
Account Clerks (9)	responsible for data entry for invoices, PAs, timecards, absence reports, etc, for payment to vendors and employees
Student Employees - approx. 13	provide customer service and support to staff

Revenue - N/A

Operating Budget

Planned Usage

Supplies	Support basic needs of the operations
Travel	Continued professional development and learning of best practices for process improvement
Info/Communication	Support basic needs of the operations