Position Title: CONTROLLER  
Location: San Antonio main campus  
Office/Department: Finance  
FLSA Status (Exemption Category): Exempt (Administrative)  
Work Status: Full Time  
Reports To: Vice President for Finance and Facilities  
Supervisory Responsibility:  
   Assistant to the Controller  
   Director of Accounting and Reporting  
   Director of Disbursement  
   Director of Student Accounts  
Created/Revised by (Date): A. Klaus April 21, 2010  
Approved by (Date): P. Vargas, Director of HR  

Job Summary: 
Responsible to the Vice President for Finance and Facilities for the overall management of Finance. Including the direct supervision and responsibility for Accounting, Reporting, Student Services, Payroll, Accounts Receivable, and Payables.  

Essential Functions:  
   1. Manage operation of Finance  
   2. Oversee the complete Accounting function including:  
      a. Financial reporting  
      b. Purchasing/Payables  
      c. Grants and Contract reporting  
      d. Reconciliations  
      e. Coordination of the Colleague System for business services.  
      f. Internal Control, Independent Accountants Audit and external reporting.  
   3. Oversee the complete Student Service functions:  
      a. Financial counseling and payment arrangements  
      b. Billing and application of financial aid  
      c. Student Accounts and Cashiering  
      d. Perkins Loan Program  
      e. Accounts Collecting  
   4. Oversee the complete payroll functions  
      a. All payroll runs  
      b. Direct deposit  
      c. Required tax reporting  
      d. Required information returns  
      e. Review and coordination of all areas of documentation for employee’s pay.  

Additional Responsibilities:  
   1. Other duties assigned by the Vice President for Finance and Facilities  

Knowledge, Skills, and Abilities:  
   1. Must have effective oral and written communication skills.  
   2. Must be able to effectively manage confidential information and maintain composure under difficult situations.
3. Must set, manage, and work efficiently without direct supervision.
4. Must have knowledge and experience with computer systems (preferably the Colleague software), word processing and spreadsheets.
5. Must be able to analyze data and reports of various natures.

**Education and Experience:**
1. Requires a Bachelor’s degree in accounting.
2. Prefer Master’s degree and/or Certified Public Accounting certificate.
3. Five years progressive experience as a supervisor of a financial department. Prefer university business experience.

**Minimum Starting Salary:** (Actual salary offered subject to qualifications)

**Applicant deadline:** Open until filled

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