



POSITION DESCRIPTION

POSITION INFORMATION

Position Title		Today's Date
Associate Controller		5/23/2025
Position Classification	Appointment (9mos. / 12 mos. / Other)	
Unclassified	12-Months	
Normal Position Work Dates	FLSA	
07/01 - 06/30 (12 Months)	Exempt	
FTE (1.0 is Full-Time)	Classification Title (Classified Only)	
1.0		
Department/Division	Work Location	
Accounting and Business Services/Finance	Monmouth Campus	
Reports to	Position Number	
Controller	E98002	
Incumbent	Reports to Position Number	
	E99821	

SUMMARY

Please provide brief summary of the position.

The Associate Controller position plays a critical role in supporting the financial integrity and operational efficiency of the university. Reporting to the Controller, this position is responsible for advanced financial reporting, internal and external audit preparation, account reconciliations, and ensuring compliance with GASB, GAAP, and federal regulations. The role requires deep knowledge of governmental accounting, data analysis using SQL and COGNOS, and strong collaboration with institutional partners. In addition to core accounting responsibilities, the position oversees treasury functions including cash flow forecasting, investment analysis, and banking operations. This role serves as a liaison with the State Treasury and external financial institutions to safeguard university assets and optimize investment strategies. The incumbent will also lead institutional projects related to FOAPAL structure, year-end close coordination, and policy development.

This is a high-impact role requiring a strategic thinker with exceptional analytical skills, attention to detail, and the ability to lead financial processes across a dynamic and collaborative university environment.

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES

JOB DUTIES (Please ensure the total of “% of Time” equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
45%	Reporting <ul style="list-style-type: none"> Assists the Controller with financial reporting, audit preparation, and maintaining appropriate internal controls. Partners collaboratively with other University offices. Perform other institutional audits and reviews on an as needed basis. Analyze and respond to other external audit reports. Reconcile accounts in relationship to audits. Utilize PL/SOL & COGNOS against Banner data warehouse for reporting. Create and run SQL scripts for audit purposes. Apply extensive knowledge of accounts and program relationships, data flow, audit trails, and internal control systems to the efficient and accurate analysis and processing of financial data. Prepares annual financial statements and ensures integrity between ledgers and Banner. Manages and improves general ledger accounts, noting any discrepancies and provides potential solutions. Coordinates year end close with Accounting and Business Services staff, aligning duties and dates. Coordinates year end close with university stakeholders. Reviews university FOAPAL structure and recommends and implements approved clean-up/improvements. Analyze, propose, and implement procedures to ensure compliance to GASB, GAAP, and Federal regulations. Assist with policy development in compliance with accounting changes. Present cash and investment projection analysis to the Board of Trustees and related committees. 	Essential
45%	Treasury <ul style="list-style-type: none"> Track and forecast cash flow position monthly coordinating with other departments on project revenues/receivables and cash needs such as capital projects and grant payments Ensures all university credit card processing centers are compliant and meets all University, state, and federal policy and regulatory requirements Assess investment and institutional risk as it relates to the University’s operating funds and financial and banking partners Responsible for maintaining the University’s interest while interfacing with external constituents dealing with investment, banking and government personnel on a local, regional and national level Designs and develops investment alternatives to increase the University’s long-term financial stability Participates in institutional planning, policy development, and problem resolution with Executive Leadership 	Essential

	<ul style="list-style-type: none"> • May lead, monitor, and oversee various university initiatives and strategic projects as they relate to the treasury function. • Liaison with State Treasury and University Shared Services as needed • Accounting and Reconciliations • Analyze differences between deposits into and withdrawals out of the WOU's Bank reported by such bank accounts to the general ledger; • Identify and resolve deposit and payroll errors relating to the WOU bank accounts and recommend corrections to the Controller; • Receive and load daily check redemption file from OST to WOU's accounting records, review daily suspicious check report for potential fraudulent checks, checks redeemed multiple times or bank encoding errors; request reimbursement of checks cashed more than once from OST; report potential fraudulent checks to WOU's Controller; • Provides VPFA monthly reconciliation reports relating to the WOU's bank accounts held at the State Treasury, provided not later than the 20th day of the next calendar month; • Host/maintain deposit reconciliation database (UBS), monitor receipt of daily bank transaction file and positive pay; • Prepare fiscal year-end bank account reconciliations, with Controller, for submission to WOU's external auditor; Record year-end cash accruals in coordination with Controller; • As requested, communicate with auditors as to balances in and monthly reconciliations relating to the WOU bank accounts; • Prepare monthly journals for reimbursement between the payroll and operating bank account codes (A0006/A0000); • Other Banking Activities • Assist the VPFA with questions related to the WOU bank accounts, seek to resolve issues promptly; • Assist VPFA with research and analysis of new or existing banking services and or vendors; • Assist WOU with preparation and distribution of a bi-annual survey requesting identification of bank accounts associated with the University's name and tax ID; • Assist the Controller with monthly, quarterly, and year-end reporting • Review payment schedule and verify payments are consistent with the debt management and ensure that fees collected are deposits are correctly applied. 	
10%	Special projects and other duties as assigned.	Essential

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications> to assist with the particular specifications for the position. Please contact Human Resources with questions.**

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master's degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Accounting Experience	6-8 Years	Choose an item.	
Governmental Accounting	3-5 Years	Choose an item.	
Banner Ellucian Software	1-2 Years	Choose an item.	

SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
Ability to multi-task	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Relational Database Query	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Audit Experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

CERTIFICATES, LICENSES, REGISTRATIONS			
(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input type="checkbox"/> None			
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CPA License

SUPERVISION	
Check the box next to each supervision level utilized by this position.	
Level 1 Positions at this level are not responsible for any supervisory functions or	<input type="checkbox"/>

	responsibilities but may occasionally be asked to orient and/or train new employees.	
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input checked="" type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>

SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
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If Level 3 or above is selected, please list direct reports:

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Policy Driven
Impact of Decision Made:	School/College/Division + University
Autonomy and Discretion:	Independent Work, Overall Direction
Fiscal Authority:	Limited
Fiscal Responsibilities:	Transactions
Operating Budget (\$):	\$
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS

Typical Work

Functions* (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Balancing | <input type="checkbox"/> Carrying |
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Crawling |
| <input type="checkbox"/> Crouching/ Stooping | <input type="checkbox"/> Driving |
| <input type="checkbox"/> Feeling/Handling | <input checked="" type="checkbox"/> Keyboarding/Computer Use |
| <input type="checkbox"/> Personal Protective Equipment | <input type="checkbox"/> Pulling/Pushing |
| <input type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Regular interaction with customers |
| <input type="checkbox"/> Repetitive movement | <input checked="" type="checkbox"/> Sitting |
| <input checked="" type="checkbox"/> Speaking | <input checked="" type="checkbox"/> Specific Work Schedule |
| <input type="checkbox"/> Squatting | <input checked="" type="checkbox"/> Standing |
| <input checked="" type="checkbox"/> Telephone Use | <input type="checkbox"/> Twisting/Bending |
| <input type="checkbox"/> Walking/Running | <input checked="" type="checkbox"/> Writing |

Typical Working

Environment and Hazards* (check all that apply)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Normal office environment | <input type="checkbox"/> Animals/Wildlife |
| <input type="checkbox"/> Chemicals | <input type="checkbox"/> Confined Spaces |
| <input type="checkbox"/> Darkness/Poor Lighting | <input type="checkbox"/> Dust/Fumes |
| <input type="checkbox"/> Electrical Hazards | <input type="checkbox"/> Explosives |
| <input type="checkbox"/> Fire Hazards | <input type="checkbox"/> Heights |
| <input type="checkbox"/> Human-Source Material (e.g., blood) | <input type="checkbox"/> Indoor Temp Extremes (Heat/Cold) |
| <input type="checkbox"/> Moving machinery/Heavy Equipment | <input type="checkbox"/> Near-Continuous Use of Video Display |
| <input type="checkbox"/> Noise | <input type="checkbox"/> Pathogens |

<input type="checkbox"/> Potential Combative Work Environment <input type="checkbox"/> Traffic <input type="checkbox"/> Weather Extremes	<input type="checkbox"/> Radiation <input type="checkbox"/> Vibration
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Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFACT <input type="checkbox"/> Electronically Filed			
NOTES:			