



**Director of Accounting Services - Accounting Services  
Regular Full-Time Position**

**General Description**

Chief accounting officer for the accounts payable, accounts receivable, loan billing and cashiering functions of the Business Office. Reports to the Assistant Vice President for Finance.

**Primary Tasks and Responsibilities**

- Responsible for supervising assigned personnel and managing the accounts receivable, accounts payable, loan billing, and cashiering functions.
- Plans and coordinates Business Office activities regarding all student registration. (Main campus and Fort Campbell).
- Prepares and maintains special records required for the annual audit.
- Has major responsibilities for the University accounting and financial reporting functions.
- Monitors departmental compliance with all applicable rules, regulations, and policies.
- Monitors University investment balances and makes necessary transfers. Prepares Indirect Cost Proposal to obtain University's approved indirect cost rate from Department of Health and Human Services.
- Prepares unrelated business Income Tax Return.
- Serves as member on various Board of Regents and University Committees.
- Tests and implements enhancements to computer systems and processes.
- Performs other job related duties as assigned.

**Essential Functions**

- Ability to understand and fully utilize complex computer-based systems.
- Ability to cooperate, work well, and get along with supervisors, co-workers, University community, and the public.
- Ability to accurately maintain records and prepare reports.
- Ability to supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to communicate effectively.
- Ability to make decisions and solve accounting problems.
- Must be willing to participate in community activities and professional organizations/meetings.

**Qualifications**

Bachelor's degree in Accounting or related field, a minimum of five years financial experience, and a CPA required. Ten years of supervisory level accounting, or management level experience in a higher education financial area may be substituted for the CPA requirement to meet minimum qualifications. Must have hands-on experience with computer-based financial systems. Persons with advanced degrees, the CPA, experience in a University or higher education setting, and persons skilled in using SCT/IA-Plus management information systems beneficial.