

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Director of Financial Systems and Reporting
Business Office
Regular Full-Time Position
Position Number 631200**

General Description

The Director of Financial Systems and Reporting reports to the Assistant Vice President for Finance. The primary responsibilities of this position will be preparing or coordinating the preparation of most internal and external reports from business Affairs, including, but not limited to annual financial statements, special requests from the Tennessee Board of Regents (TBR), the Tennessee Higher Education Commission (THEC), and public information requests. The Director of Financial Systems and Reporting will be the main liaison between the Business Office and Information Technology, working with Information Technology staff. The Director will coordinate and see to completion all changes, implementations, and ending of all technologically related activities in Business Affairs. The Director will work on interfaces for Finance, Banner processes and will serve as the primary contact for Banner Finance issues.

Primary Duties and Responsibilities

- Coordinate and assist in the preparation of the annual financial statement reports submitted to the Tennessee Board of Regents and the Division of State Audit in compliance with GAAP, GASB and TBR guidelines.
- Review Banner control reports frequently to determine that the system is in balance; investigate out-of-balance situations to determine possible causes.
- Monitor suspended transactions daily; work with departments responsible for interface feeds into Banner Finance; investigate problems with feeds and determine resolutions.
- Serve as the institution's project coordinator for risk management; oversee the coordination of periodic risk management reviews.
- Establish goals, monitor progress and evaluate objectives for the Financial Systems area of the Business Office.
- Identify jobs/processes that could be automated and work with IT on their automation through the AppWorx Software and Workflows
- Act as the designated point-of-contact for Tennessee Board of Regents Satellite Maintenance Organization to communicate and resolve issues and/or problems related to Banner Finance.
- Act as liaison between the Business Office and Information Technology on all technical issues.
- Coordinate and participate in all tasks, projects and implementations that involve technological projects which affect Finance.
- Establish and maintain rules and validation tables, chart of accounts, Workflow tables and parameters, reporting system rules and classes and other operating parameters in Banner Finance.
- Responsible for Rule Class/Group Security when new rule codes are developed or when new access is issued to Banner Finance; assist in developing and testing new rule codes for financial processing.
- Establish minimum standards for user access and authorize and setup Banner finance security for all new access; review overall security periodically to determine appropriateness and minimize finance risks.
- Coordinate and assist in training program for the Business Office to include, but not limited to, the following areas: finance policies, Banner access for performing queries, Banner approvals and interpreting monthly reports.

Primary Duties and Responsibilities continued

- Assist departmental staff with writing reports as well as the preparation of scheduled and ad-hoc reports as required.
- Responsible for the preparation and maintenance of internal documents and reports that support the financial results of the University through e-print.
- Perform other job-related duties as assigned.

Essential Functions

- Knowledge of generally accepted accounting principles and governmental accounting standards.
- Knowledge of the laws and regulations pertaining to governmental financial operations in higher education.
- Knowledge of Tennessee Board of Regents and APSU financial reporting guidelines.
- Ability to understand and use web-based application software.
- Ability to collaborate effectively with technical and non-technical staff to derive solutions to technology issues.
- Ability to supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to initiate objectives with minimal supervision.
- Ability to manage multiple tasks and priorities.
- Ability to establish priorities and meet objectives.
- Ability to recognize accounting errors and determine method of correction.
- Ability to stay current in fields of accounting and technology.
- Ability to exercise good judgment in evaluating situations and making decisions.

Required Minimum Qualifications

- Bachelor's degree in accounting, business or information technology.
- Two years of previous experience in accounting or accounting-based systems.
- Advanced knowledge of web-based relational application software systems.
- Advanced knowledge of the use of spreadsheets, database software, query and report writing tools.
- A background check and official transcript will be required of the successful applicant.

Additional Preferred Qualifications

- Master's degree in accounting, business or information technology.
- Knowledge of Banner Finance.
- Knowledge of higher education accounting.

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