The University of Alabama System Office is receiving applications for the position of Financial Operations and Reporting Manager. Reporting to the Assistant Vice Chancellor for Finance and Administration, the successful candidate will manage the daily operations of the Financial Affairs office including payroll, accounting, budgeting, cash management, financial reporting, financial statements, and compliance functions of the System Office and the University Foundation.

Requirements include:
- Bachelor’s Degree in Accounting
- CPA, CMA or CIA
- 5 years of relevant experience
- Exceptional interpersonal, management, and supervisory skills
- Demonstrated ability to monitor adherence to financial policy
- Demonstrated ability to work collaboratively, cooperatively, and strategically across all functions, levels, and departments

Specific responsibilities include:
- Managing the daily accounting functions including general ledger, budgeting, accounts receivable, cash receipts and fixed assets.
- Maintaining charts of accounts, managing the fiscal year-end close, and supervising transactional accounting.
- Preparing annual budgets and various financial reports and statements.
- Initiating and monitoring all competitive bids via the UA campus purchasing department.
- Supervising the System Office Manager of Payroll and Accountant.
- Overseeing the payroll and accounting system software.
- Managing leases and other equipment contracts and well as appropriate external and intra-campus charge accounts.
- Preparing reports and analysis for Board of Trustees meetings, conducting special analysis projects and preparing regular reports issued by the Finance and Administration Office.
- Assisting with various projects as assigned.

Candidates with prior experience in the implementation of new systems/technology and process improvement are strongly preferred. Salary is commensurate with skill level and years of experience. Electronic submissions are required. Applications (to include a letter of interest, resume, and the names, addresses, telephone numbers, and email addresses of three professional references – who will not be contacted without permission) may be submitted, in confidence, to:

humanresources@uasystem.edu

APPLICATION DEADLINE:  DECEMBER 1, 2017