



Vacancy Announcement

AME University

Posted: March 27, 2018

Class / Title: **University Comptroller**
Division: Financial Services
Reports To: President of the University
Salary / Benefits: Commensurate with position and experience
Closing Date: April 30, 2018
Application: Apply online at www.ame.edu.lr or email to jobs@ame.edu.lr

Position Requirements:

The incumbent shall hold an MBA in Accounting or Finance; an undergraduate degree in accounting, and at least five (5) years of successful experience as a comptroller, business manager or finance manager. Must have effective working knowledge and skills in the establishment and operation of general ledgers; bank accounts; reconciliations; journal entries; account analysis; tax and insurance administration; financial statement preparation and analysis; budget development and implementation, payroll preparation and analysis; working knowledge of nonprofit or government accounting system; and cost accounting. The successful candidate shall be proficient with Quick Book, Microsoft Office Suite, especially with Excel.

Position Responsibilities:

Under the leadership of the President, the University Comptroller is responsible for all financial operations; including receivable, payable, accounting services, payroll, student accounting, and all other financial services of the University:

- Serves as head of Financial Services Division; and supervises accounting operations, payroll, cashier; and develops and implements financial manual for the University;
- Develops, maintains, and improves an efficient and effective financial operating procedures for the University, including accounting policy;
- Manages student accounts – registration, funds collection, verification, clearances, billing and postings; and develops projections for each revenue source;
- Liaise with the University Budget Office in the development of financial objectives and goals in establishing fiscal responsibility for the management of funds;
- Develops and implements chart of accounts for the University;
- Works with various Vice Presidents and heads of department in coordinating their budgets and expenditures;
- Works with Internal Auditor in preparing quarterly financial statements;



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- Establishes and maintains manual and electronic filing system for all financial documents; including transactions, requisitions, proforma, receipts, contracts, policies, and grants;
- Supervises the preparation of monthly payroll for all employees; and facilitates check making, disbursement, direct deposits, and encashment processes;
- Participates in the formulation of financial contracts; maintains vendor's files; and monitors their payment schedules to ensure effective liquidations of payables and general accountability;
- Prepares quarterly financial statements for the President and Board of Trustees;
- Supervises and conducts inventories and spot audits of the finance office, and establishes trial balance; and prepares for internal and external audits;
- Makes monthly expenditure reports, projections and forecasts to the President;
- Maintains an effective internal control system; and
- Conducts other functions as directed by the President.