



Assistant Comptroller, Fiscal Affairs

Bridgewater State University's Department of Fiscal Affairs provides stakeholders and the campus community with timely, relevant and accurate fiscal reporting in accordance with federal, state and other laws and regulations. The Fiscal Affairs Department oversees the areas of general accounting, student accounts and fiscal functions of the University and the University's component units.

Core Duties:

1. Oversees the daily operations of accounting and financial reporting for the University; performs daily and monthly accounting and financial reporting tasks for the University and component units; assists the Comptroller in the oversight of all financial reporting to ensure the integrity of financial data and stewardship of donor restricted funds.
2. Assists in the assessment of internal controls for the University and component units to include the development and maintenance of updates to the fiscal policy and procedures manuals.
3. Assists the Comptroller with the preparation and execution of the annual independent financial statement audit for the University, Foundation and Alumni Association to include preparation of the University's annual Comprehensive Annual Financial Report. Assists the Comptroller with any and all other audits or reviews that are required.
4. Assists in preparation of fiscal reports for internal and external constituents.
5. Manages computerized general ledger, chart of accounts, accounting records and reconciliations for the both University and its component units.
6. Assists with cash management, cash flow and investment activities of the University and component units.
7. Ensures accuracy of transactions entered into the Commonwealth's MMARS system (Massachusetts Management Accounting and Reporting System) for the University. Oversees the fund activity and reconciliation of the MMARS system to the University general ledger; to include preparation of the final/annual cash basis reconciliation.
8. Works collaboratively with other University departments, and state agencies which include but are not limited to: the University's Project Review Committee, DCAMM (Commonwealth's Division of Capital Asset Management and Maintenance) and MSCBA (Massachusetts State College Building Authority) in the planning and accounting for capital projects and related debt.
9. Perform other related duties and special projects as assigned.

Required Qualifications:

1. Bachelor's degree in Accounting or Finance
2. Minimum 5 years of professional work experience; including 1 year minimum supervisory experience.
3. Knowledge of GASB and FASB standards.
4. Demonstrated abilities in fiscal control and proven supervisory and leadership skills.
5. Experience with computerized accounting systems and Microsoft Excel spreadsheets.
6. Ability to effectively resolve sensitive fiscal issues and maintain confidentiality and data security at all

times.

7. Strong time management and planning skills required to coordinate and prioritize multiple projects simultaneously while adapting to changes in business requirements in a fast-paced environment.
8. Excellent research and documentation skills.
9. Strong attention to detail, analytical capability and professional judgment are required.

Preferred Qualifications:

1. Knowledge of Massachusetts laws, regulations, accounting policies and procedures preferred.
2. Master's degree in Accounting, Finance or Master's in Business Administration preferred.
3. Certified public accountant, certified fraud examiner, or experience in public accounting.
4. Knowledge of Ellucian Banner preferred.
5. Familiarity with the Commonwealth MMARS system preferred.
6. Experience in the Higher Education preferred.

Salary Range: \$70,000 to \$75,000

Please visit BSU's jobsite at <https://jobs.bridgew.edu> for full job details and to submit an online application. Please direct questions to the Office of Human Resources and Talent Management at humres@bridgew.edu

Bridgewater State University (BSU) is an affirmative action/equal opportunity employer which actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.