Emory College of Arts & Sciences
Account Support Manager
Position Summary

Emory College of Arts and Sciences is the oldest division of Emory University. With an enrollment of approximately 5000, the College accounts for 43% of the University’s student body. It attracts the brightest and most gifted of students from throughout the world who wish to have the personal engagement and teaching of a liberal arts college along with the original scholarship and cutting-edge resources of a major urban research university. Our 516 faculty have published more than 600 books and have been distinguished recipients of the Pulitzer Prize, the National Humanities Medal, and the National Book Award. They have been honored by Guggenheim, Fulbright, NEH and Carnegie Fellowships and are consistently among the most well funded investigators from HHMI, NSF and the NIH. Through its 48 departments and programs the College offers 66 majors, 53 minors, 17 joint concentrations, and 10 interdepartmental programs. The College operates 79 study abroad programs in 26 countries. Nearly 40% of our students enjoy an international experience as part of their studies, placing Emory among the top 15 U.S. research universities.

In FY 2009 budgeted expenditures related to the activities of the College of Arts & Sciences were $370 million, up 7.8% from the prior fiscal year, and up by 19% from FY 2007. The College has 2800 active accounts spread over all fund groups with nearly 1700 decentralized employees able to initiate and/or approve a transaction. The College oversees 14000 procurement card transactions each year totaling to $2 million. The College maintains banking accounts in 2 foreign nations, manages which accounts participate in a short term investment pool of $22.5 million and directs the revenue stream from an endowment fund of $432 million in order to maximize the effective use of College cash. The College currently carries $34 million in debt service with graduated maturities running through 2039.

The Finance Office of the Emory College of Arts and Sciences (ECAS) is proud of its strong but lean financial management, collaborative culture, and focus on continuous improvement of services and controls while reducing costs. We work to support the academic mission of the College and the University and are dedicated to:

- Building a knowledgeable, responsive organization that supports and collaborates with academic and administrative units;
- Ensuring high quality financial decision making across the College, and to helping build the financial infrastructure necessary for the College to grow and flourish in the changing world of higher education;
- Creating and promoting the best blend of centralized and decentralized management that involves departments and centers in fiscal policy setting and implementation while working together to safeguard the financial assets and resources of the College;
- Balancing sound business practices with academic objectives by always working from a solutions based approach to problem solving that shows a clear bias towards action and results; and to,
- Professionalism, integrity, personal responsibility, and collegial service to each other as well as to those who rely upon us in their own efforts to serve others.
DUTIES AND RESPONSIBILITIES
Reporting to an Associate Director for Financial Operations, the Account Support Manager is a senior accounting/financial analyst position that holds line responsibility and accountability for the approval, reconciliation, and financial reporting of transactions across all fund groups in the various academic and administrative divisions of the College.

For an assigned number of departments in these divisions, the Account Support Manager is responsible for approving financial transactions across all fund groups including general accounting, post award accounting, gift accounting, accounts payable, accounts receivable and cash receipts, expense report processing, journal entry processing, student financial aid, and enforcement of ECAS specific policies and procedures. The incumbent will ensure that all expenditures are appropriately processed and timely approved; are supported by full and adequate documentation; meet all donor and agency requirements; satisfy all University policies; and, are reconciled monthly according to pre-established schedules.

The position will supervise a Support Accountant (professional staff) and will develop meaningful and clear financial status reports on all accounts to chairs, directors, lead departmental staff, faculty and other administrators. Active engagement in problem identification and resolution will be a frequent and expected outcome. The incumbent works collaboratively with multiple ECAS and University colleagues to ensure high levels of professional, responsive, and accurate delivery of financial services to College faculty and staff. As a front line representative of the Dean, the incumbent must remain abreast of University policies and procedures having direct impact on the ECAS community and be able to appropriately and persuasively apply those policies to a broad range of unique and highly complex financial transactions.

Specific Responsibilities will include:

Accounting & Finance (50%)
1. Approves all financial transactions processed via expense reports, payment requests, Emory Express requisitions, journal entries, suspense clearing, supplemental and summer pay requests, retroactive salary transfers, cash/check deposits, and wire transfers;
2. Identifies and resolves compliance issues related to University and sponsor requirements;
3. Maintains proper accounting controls and procedures;
4. Routinely interprets post award university and sponsored guidelines to faculty and staff;
5. Approves monthly P-card allocations/reconciliations submitted by departments;
6. Provides grant management services to both ECAS and non-ECAS business units to include, but not limited to, submitting effort certifications, approving CAS exceptions, billing and collections, and assisting with award closeout and reporting.

Reconciliation & Reporting (25%)
7. Supervises a Support Accountant that will be primarily responsible for the monthly reconciliation process, ensuring that financial status reports for assigned departments are prepared appropriately and disseminated in a timely manner;
8. Reviews exception reports on a regular basis, and resolves various finance and operational issues including, but not limited to, project deficits and aging transactions in workflow;
9. Monitors and resolves UTBG, Suspense, and deficit situations in a timely fashion
Support Services (25%)

10. Works proactively to resolve accounting issues before they escalate by a) identifying all issues, b) researching supporting facts, c) analyzing the situation in light of practice, procedure, policies, state and federal laws, and, d) offering a reasoned and creative solution that meets the needs of our faculty;

11. Processes and approves Compass chartfield requests to ensure that a) chartfield setup is consistently applied across ECAS departments, b) creation of new projects are appropriately documented, and c) chartfields are properly updated to reflect changing business practices.

12. Authorizes security access to Emory financial systems, such as Compass and Emory Express, based on College employees’ level of accounting/finance responsibilities in their position.

13. Provides one-on-one financial trainings/consultations with departmental lead staff; and, serves as liaison and advocate between assigned Departments and University Finance Division.

Other responsibilities will include:

1. Compiles information, analyzes various financial activities, and prepares various management reports as required;

2. Provides ad hoc/on-demand financial analysis, often on a tight timeline;

3. Assists in the University’s year-end close process.

KNOWLEDGE

The incumbent represents the College on financial matters and must have an in depth understanding of research, fund, and general accounting and reporting, as well as audit functions relating to compliance and internal controls. Knowledge of University accounting systems and strong quantitative and financial reporting skills are required. Expertise in data extraction, analysis and report presentation is important. Expertise in advanced Excel and PowerPoint functions, excellent communication skills, and strong interpersonal and management skills are required. S/he must demonstrate the ability to:

- motivate/develop staff so as to bring out the best in people
- simultaneously orchestrate multiple activities with varying deadlines
- work well with people of varying levels of authority in multiple organizations through formal and informal channels
- establish and maintain effective relationships with faculty and staff, and gain their trust and respect
- work with concepts, ambiguity and complexity comfortably
- learn new systems; develop financial/accounting procedure/process changes and champion change
- influence, persuade and negotiate
- deliver clear, persuasive financial presentations to a variety of audiences
- develop financial training materials and provide training to individuals with various levels of financial expertise

Familiarity with decentralized accountability structures similar to an academic environment and an understanding of the operations of a liberal arts school would be a plus.

REQUIRED QUALIFICATIONS

Candidates must possess a bachelor’s degree in accounting, finance, business management or a related discipline from an accredited college / university and have six years of progressively
responsible experience in accounting, finance, or a related field. Candidates must also have the ability to provide innovative leadership in a dynamic environment and to work collaboratively with multiple constituents under a variety of shifting and time sensitive deadlines. Demonstrated proficiency at the highest level in Excel, including advanced pivot table and visual basic scripting, is required as is a strong working knowledge of PowerPoint and Access. A working knowledge of PeopleSoft financial information systems and excellent verbal and written communication skills is essential.

PREFERRED QUALIFICATIONS
Preference will be given to candidates who hold a CMA, CPA and/or CRA designation and who have meaningful accounting experience obtained at a complex, research-intensive university. A demonstrated ability to work closely and collaboratively over a sustained period with faculty, department staff, and colleagues will be a significant plus.