



STAFF VACANCY

ASSISTANT COMPTROLLER

EEO# BO9-08

The University of Louisiana at Lafayette invites applications for the position of Assistant Comptroller.

THE POSITION

The Assistant Comptroller is under the direction of the Comptroller under the division of Administration and Finance. The Assistant Comptroller will assist in the preparation of the university's budget, as well as preparation of the annual fiscal report and other monthly, quarterly and annual reports. He/she will also monitor both expenditures and revenue collection. The Assistant Comptroller will communicate with department heads to provide information relative to individual budgets, budget balances and adjustments to existing budgets. The Assistant Comptroller will communicate with state budget offices, auditors, UL System staff and other higher education administrators as needed for completion of various reports and requests for information relative to university finances. The Assistant Comptroller will also be involved in maintaining the employee data base required by the Board of Regents and will track budgeted positions, appointments, salary adjustments, resignations, retirements and vacant positions that are factors in determining personal services attrition.

QUALIFICATIONS

The ideal candidate is required to have a Bachelor's Degree in Business Administration, Accounting or Finance and experience specific to accounting and finance. The candidate must be proficient in Microsoft Office software such as Excel and Word. Experience in public budgeting preferred.

FUNDING

This position is to continue as long as funding is available.

COMPENSATION

Salary commensurate with experience.

APPLICATION REQUIREMENTS

Applications and nominations will be accepted until the position is filled. For initial consideration, applications should be received by May 29, 2009 by 5p.m., and should include: 1) a letter that demonstrates the candidate's understanding of the position and how his/her background meets the position criteria; b) a comprehensive resume.

Applications should be mailed to:
Vice President for Administration and Finance
P.O. Box 40400
Lafayette, LA 70504-0400

Questions may be directed to Jerry Luke LeBlanc via email: jerrylukeleblanc@louisiana.edu