



Job Title	Assistant Dean, College of Medicine	Job Code	COM35
Pay Plan	EXC	Pay Grade	24
Union	Non-Union	FLSA Status	Exempt
Job Family	College of Medicine	Union Code	0
		Subfamily	

Job Family & Subfamily Summary

College of Medicine Professionals are specialized and unique to the UCF College of Medicine.

Job Summary

Serves as the Controller for the College of Medicine (COM). Directs all financial and accounting functions of the college including financial planning, budget management, purchasing, payroll and accounting functions. Establishes college wide procedures and directs business units on the proper execution of fiscal operations. Controller for COM's Direct Support Organization (DSO) - UCF Health (UCFH) and Controlling Unit - CFCPO. Exercises broad discretion in optimizing use of all fund sources. Liaison to the university, including COM Finance & Administration, Procurement, University Audit, and Compliance. Provides financial oversight to associated business units including UCFH, HealthArch, UCF Cancer Center and partnership with HCA (Lake Nona Medical Center)

Representative Duties

1.
 - Serves as the Controller for the College of Medicine
 - Ensures the quality and integrity of all College of Medicine financial information and data
 - Produces internal and external financial reports for the college on a monthly, quarterly, annual and ad hoc basis
 - Actively maintains an information system infrastructure ensuring timely and accurate reports
 - Provides decision support for the college leadership to enable strategic decision making by the Dean, Associate Deans, Vice Presidents, and Department Chairpersons
2.
 - Develops the college’s annual and multi-year budgets and manages the development process, which includes education, research, clinical and foundation fund sources
 - Interfaces with the university financial administration on the overall budget and spending authority for the college
 - Integrates the college budget into the university format and system
 - Oversees monthly payroll funding decisions and the processing/approval of the college’s bi-weekly payroll
 - Integrates the human resources activities of the college, including initial appointments, reappointments, promotions, separations, salary actions and funding source changes
 - Approves electronic personnel action forms (ePAFs) for the college and reconciles complex faculty appointments

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		Certified Management Accountant or Certified Public Accountant
Licensure(s)		
Work Experience		
8+ years of relevant experience 5+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.