



Job: Assistant Director of Accounting

Date of Issue	December 2025	CBU	Non-Represented
Position No.	00020479	Job Family	09
Department	SOOT	FLSA	Exempt
Campus	University Services	Wage Grade	07

Primary Purpose of Position

The Assistant Director of Accounting serves as a financial leader within the University of Maine System (UMS), providing comprehensive expertise in accounting operations, general ledger management, and tax compliance. This position combines technical accounting excellence with supervisory leadership to:

- Maintain the integrity and accuracy of the UMS chart of accounts and general ledger system.
- Supervise and develop Accounting Department staff.
- Serve as a trusted advisor responding to campus and management inquiries.
- Prepare annual audited financial statements with comprehensive notes and customized financial reports.
- Assume full management responsibility for the Accounting Department during the Director's absence.

Additionally, this position functions as the UMS' tax compliance expert in the following areas and is responsible for conducting tax research including interpretation and analysis; developing UMS tax policy; and creating, presenting, and monitoring action plans to ensure compliance with federal and state regulations:

- Sales and use tax
- Unrelated business income tax
- Nonresident alien taxation
- Student tuition statements
- Miscellaneous income reporting
- Charitable contributions
- Employee fringe benefits as appropriate

Essential Duties

Chart of Accounts Management

- Review and approve/deny requests for new chart field values, ensuring alignment with institutional needs and accounting standards.
- Review and approve/deny requests to close and/or inactivate department and program chart field values or delete items from the translate table.
- Direct staff who are responsible for entering new chart field values and maintaining system trees, combo edit rules and the translate table.

General Ledger Integrity and Financial Controls

- Oversee system monitoring processes conducted by Accounting Department team members and periodically review results to ensure accuracy.
- Research unusual and/or large dollar entries made by campus personnel to verify appropriateness and accuracy.

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- Research and correct entries mis posted to chart field combinations reserved for System Office use.
- Analyze miscellaneous revenues and negative expense entries across all campuses.
- Develop, oversee, and manage the campus interim and year-end reconciliation process, including comprehensive review of campus reconciliations.
- Lead testing of general ledger system enhancements and upgrades.
- Serve as the final approver for journal entries created by UMS Governance and University Services personnel.
- Monitor vacation time usage across all campuses and proactively contact campus leadership when reported usage appears unusual.
- Serve as primary backup to process interim, monthly, and annual allocations; evaluate output for accuracy and reasonableness; and maintain comprehensive control sheets and supporting documentation to ensure audit readiness.
- Ensure account reconciliation processes for Human Resources, Payroll, and Employee Benefits are properly monitored and spot checked.
- Prepare reconciliations of major payroll tax withholding accounts when needed.

Advisory and Technical Support

- Respond to campus inquiries ranging from basic procedural questions to complex guidance on accounting and tax implications for unusual transactions.
- Conduct research on complex accounting, tax or business issues, including summarization of relevant materials, impact analysis, and communication of actionable recommendations.
- Research technology-related general ledger issues and collaborate with IT when necessary.
- Deliver training to UMS personnel on the GL Inquiry tool and account reconciliation processes.

Audit Management and Financial Reporting

- Direct the year-end general ledger close by developing closing schedules, updating procedural documentation, and assigning team responsibilities and deadlines to ensure timely and accurate completion.
- Prepare comprehensive annual audited financial statements with detailed footnotes and required supplementary information, leveraging staff expertise as appropriate.
- Coordinate and manage the external audit process from planning to completion, including responding to auditor requests, facilitating walkthroughs, and ensuring timely delivery of requested information.

Policy Development and Standards Compliance

- Assist the Director in developing controls and maintenance procedures for systems supporting financial operations including accounting, payroll, purchasing/accounts payable and accounts receivable.
- Support the Director in monitoring and ensuring compliance with financial system requirements imposed by external agencies such as GASB, OMB and IRS.
- Collaborate with the Director on writing or updating Administrative Practice Letters and business process documents to address changes in accounting standards, software systems, or evolving financial needs.
- Meet regularly with the Director to discuss open issues, challenges, and special requests.

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- Support the Director in implementing new accounting standards as assigned.

Tax Compliance Leadership

- Oversee compliance with federal and state tax laws related to sales and use tax, unrelated business income tax, nonresident alien taxation, student tuition reporting, miscellaneous income reporting, charitable contributions, and employee fringe benefits.
- Research tax issues, summarize pertinent information with proper documentation, and communicate recommendations.
- Monitor evolving tax legislation and proactively advise stakeholders on compliance implications.
- Develop and maintain tax-related Administrative Practice Letters as needed.
- Conduct periodic campus surveys to identify potential tax compliance issues.
- Provide specialized tax compliance training and guidance to UMS personnel who make payments to international people, including students, vendors, employees and grant participants.
- Collaborate with internal and external legal counsel on complex tax matters when necessary.
- Provide employment and benefits tax guidance to the Human Resource and Payroll departments as needed and assist with IRS communications as requested.

Nonresident Alien Taxation Administration

- Obtain required IRS tax forms from nonresident alien vendors performing independent contractor services. Also monitor and remit required tax withholdings.
- Calculate and submit federal and state income tax withholdings for nonresident alien students.
- Prepare and file Forms 941ME, 1042, and 1042-S for nonresident students, vendors and employees.
- Prepare and submit quarterly Form BE-125 for payments to foreign people.
- Provide comprehensive information and respond to inquiries to educate campus partners and international students.

Student Tuition Reporting (Form 1098-T)

- Deliver compliance training to campus personnel on student tuition reporting requirements and the third-party software used to create and deliver forms.
- Collaborate with UMS IT and campus partners to annually test the Student Financials System data accuracy.
- Coordinate with third-party vendor for form creation, distribution, and filing with the Internal Revenue Service.
- Maintain comprehensive documentation and respond to individual student inquiries.

Sales and Other Tax Management

- Apply for and maintain sales tax exemptions for out-of-state purchases as requested by campuses.
- Manage the preparation and filing of monthly sales tax returns and depositing of taxes.
- Prepare and file annual Forms 1099-R for the charitable gift annuity program.
- Prepare and file annual Forms 1099-C for contributions of motor vehicles, boats and airplanes.
- Prepare and file annual Forms W-2G for certain gambling winnings.
- Coordinate with external tax firm for preparation and filing of Form 990-T.

Special Projects



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- Complete additional assignments and projects as needed to support departmental and institutional objectives.

Supervisory Responsibilities

Provides supervision and direction to professional accounting staff, including one Senior Accountant and three Accountants. Responsibilities include performance management, professional development, work assignment coordination, workload prioritization, and team leadership. Provides general directions and work assignments to all positions in the Controller's Office.

Reporting Relationship

Reports directly to the Director of Accounting. Periodically receives direction from the Executive Director of Finance and Controller.

Qualifications, Knowledge, and Skills

Required:

- Bachelor's degree in accounting, Business Administration, Finance, or related field.
- Five or more years of experience preparing or auditing GAAP-based financial statements, including management discussion and analysis, notes to the financial statements, and required supplementary information.
- Two or more years of supervisory experience with demonstrated ability to lead, delegate, and prioritize.
- Tax preparation and research expertise.
- Advanced working knowledge of generally accepted accounting principles (GAAP).
- Exceptional professional judgement and decision-making ability.
- Superior analytical skills with ability to interpret complex financial documents, extract key insights, and communicate technical concepts to non-financial audiences.
- Strong research and problem-solving capabilities.
- Excellent communication skills across all formats and audiences.
- Outstanding interpersonal skills with proven ability to build collaborative relationships, work effectively with diverse stakeholders, and foster trust with campus partners, auditors, and external agencies.
- Strong organizational skills with demonstrated ability to manage multiple high-priority projects simultaneously while meeting critical deadlines and maintaining accuracy.
- Working knowledge of computerized financial reporting systems and ability to effectively use various reporting tools.
- High proficiency with Microsoft Excel and Word or similar applications.
- Strong understanding of segregation of duties and other internal controls.

Preferred:

- Certified Public Accountant.
- Three or more years of public accounting experience.
- Advanced working knowledge of GASB standards in higher education settings.
- Working knowledge of fund accounting.
- Experience with accounting operations in large, complex, multi-location organizations.
- Working knowledge of higher education tax matters.



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- Hands-on experience with complex enterprise systems such as PeopleSoft or comparable platforms, report writing tools, and data base concepts.
- Experience developing and delivering training.
- Experience with Microsoft OneDrive, Sharepoint, and Power BI.
- Experience using artificial intelligence tools.

Note: University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.

Signatures

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____