



<b>Position Title:</b>	Controller	
<b>Reports To:</b>	Associate Vice Provost, Accounting and Student Financial Services	
<b>Department:</b>	Business Affairs	<b>Job Code:</b> 0450-00E
<b>Prepared By/Date:</b>	Carol Flynn/11-05-2004	<b>Job Group:</b> PEC
<b>Approved By/Date:</b>	E.H. Levering/5-12-2010	<b>Salary Grade:</b> 19
<b>Revised:</b>	Jennifer C. Brito/05-19-2010	<b>FLSA Status:</b> Exempt

### **Summary:**

Oversees the daily financial operations of the College including the preparation of monthly, quarterly, and annual financial reports, developing the appropriate internal control procedures to encourage the effective and efficient operations with governing laws and/or regulations in the functions of Cash Management, Payroll, Accounts Payable, Central Accounting and the College's Foundation.

### **Essential Duties and Responsibilities:**

- Oversees the daily financial and fiscal reporting operations of the College including cash management, bursar, accounts payable, and payroll functions.
- Leads and manages the monthly and statutory year-end closing including analysis of trial balances and verification of assets, revenue, expenditures, and fund balances.
- Ensures that all accounts and funds are analyzed and reconciled appropriately, researches and corrects discrepancies, develops, and documents any necessary procedures ensuring consistency and accuracy of the related transactions.
- Monitors accounting systems and data to ensure efficient and effective operations that facilitate accurate and reliable reporting.
- Ensures college-wide financial activity complies with GAAP, GASB, SAS, State and Federal regulations and College policies.
- Supervises, reviews, and prepares the financial analysis and prepares reports required for internal reporting and external audit, State regulators, and governmental agencies.
- Supervises and prepares monthly financial reports, surveys, and other analysis as required for the College Board of Trustees and other interested parties including College and/or State officials.
- Prepares and monitors the budget for fund 2-8 and related expenditures for Restricted, Loan, Scholarship, and Unexpended Plant Funds.
- Performs related duties as required or deemed appropriate to accomplish assigned responsibilities and functions of the office.

### **Knowledge, Skills and Abilities:**

- Knowledge of non-profit/governmental fund accounting with a working knowledge of accounting, operational and financial reporting issues
- Knowledge of accounting and operational issues that affect restricted contracts/grants, construction projects, debt services and plant assets
- Proven financial management skills with extensive knowledge of applicable GAAP, GAAS, SAS, as well as, a working knowledge of A-21, A-110, and A-133 guidelines
- Excellent organizational and communication skills (both oral and written) with a high level of management skills with a proven ability to lead a diverse workforce, excellent planning, organizational and coordination skills
- Excellent employee development and performance management skills with the ability to develop, support, motivate and supervise, professional, administrative staff to form an effective team in multi-ethnic and multi-cultural environment with students, faculty and staff.
- Skill and experience with software for fiscal and related management applications for a

complex set of business and fiscal functions

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in Accounting, Finance or related field and ten (10) years of work experience in governmental or public accounting; at least three (3) years as an administrator of a complex financial organization. CPA required.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name