



<b>Position Title:</b>	Assistant Controller, Restricted Accounts Services		
<b>Reports To:</b>	College Controller		
<b>Department:</b>	Business Affairs	<b>Job Code:</b>	0470-00E
<b>Prepared By/Date:</b>	Greg Knott & Christina Chu/2-23-2010	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Greg Knott & Christina Chu/2-23-2010	<b>Salary Grade:</b>	18
<b>Revised:</b>	Jennifer C. Brito/2-23-2010	<b>FLSA Status:</b>	Exempt

### **Summary:**

Provides direct assistances to the College's Controller in the preparation of periodical and annual financial reports, develop and implement internal control procedures to encourage the efficient and effective operations for the College, compliance with governing laws and/or regulations in the functions of Contracts and Grants, Scholarships, and Facility projects management.

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

- Assist in direction of fiscal and accounting functions.
- Functions as the Controller in his/her absence as required.
- Assists in insuring that goals and objectives for the departments, divisions, and the College are communicated and achieved.
- Provide direct assistance in the formulation, development, and implementation of College's policies and procedures.
- Assists in the administration and interpretation of laws, regulations, policies, and procedures.
- Assists in the preparation and administration of the restricted funds annual budget.
- Responsible for all financial aspects in the restricted funds area.
- Serves as a liaison between College and external agency.
- Performs other related duties as required or deemed appropriate to accomplish the assigned responsibilities and functions for the College.

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

- Knowledge base of governmental/non-profit accounting and operations.
- Knowledge based of contracts/grants, financial aids, scholarships, construction projects, debt services and plant assets.
- Excellent organizational and communication skills (both oral and written).
- Skills and expertise with software for fiscal and related management applications.
- Ability to read, analyzes, and interpreting various accounting standards / publications, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from students, customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or Board of Trustees.
- Ability to define problems, collecting data, establishing 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.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

### **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 quiet.

**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:**

Non-essential

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

- Bachelor of Business Administration with an emphasis in accounting or related field.
- Certified Public Accountant or Master of Business Administration preferred.
- Nine years of progressive responsible work experience including supervisory responsibility in accounting is required.
- Knowledge base of non-profit/governmental fund accounting, with a working knowledge of accounting and operational issues.
- Ideal credentials include national accounting firm experience or significant private sector accounting experience.
- Professional experience in major computerized financial systems/personal computer/financial and fiscal software applications.
- Competence in the use of personal computers.
- Experience with software for fiscal and related management applications is preferred.
- Excellence written and oral communication skills.
- Ability to operate in a highly diverse multi-ethnic/multi-cultural environment is essential.

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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