Controller

Department: Administrative Services
FLSA Status: Exempt
Grade/Level: Admin/Prof II
Job Status: Full Time
Reports To: Vice President for Administrative Services
Amount of Travel Required: As needed
Positions Supervised: Accountant, Grant Accountant, Accounts Payable Clerk, Accounts Receivable Clerk, Student Worker(s)
Contract Length: 12 months

Purpose

The Controller is the chief accountant of the College and administrator of the Business Office ensuring efficient and effective service to the student body, faculty and staff in all financial activities. The Controller works extensively and cooperatively with the Vice President for Administrative Services ensuring the implementation of the philosophy and objectives of the College as established by the Board of Trustees and the College.

Major Responsibilities

- Provides leadership and management of business office administrative duties including direct supervision of the following positions:
  - General Accountant
  - Grant Accountant
  - Accounts Payable Clerk
  - Accounts Receivable Clerk
  - Student Worker(s)
- Performs professional functions in the management of the College’s financial records ensuring that all accounts are maintained in accordance with the various federal and state requirements.
- Performs necessary investment transactions, cash transfers and related functions to ensuring the College assets are managed for maximum return within the guidelines of the Board of Trustee approved Investment Policy.
- Reconciles monthly payroll records for 941 deposit, ORP requirements and TRS wires.
- Responsible for managing college insurance policies.
- Completes monthly financial close process and prepares monthly financial package and quarterly investment package for presentation to the Board of Trustees. Presents to cash flow and investment results to the Board of Trustees monthly.
- Completes or reviews all reporting requirements of various federal and state agencies ensuring timeliness and accuracy.
- Acts as primary liaison with independent auditors; coordinates the annual independent financial audit, prepares or reviews the preparation of various schedules, gathers information required for the audit. Responds to audit reports and implements corrective action as needed.
- Coordinates state and federal grant audits, and the various monitoring visits. Responds to audit and monitoring reports by initiating changes to correct non-compliance.
- Maintains security profiles within financial systems including POISE and the long distance phone system.
- Responsible for reviewing all travel reimbursement requests to ensure adherence to travel policies and procedures.
- Establishes and implements daily operating procedures, resolves accounts payable and receivable problems. Provides guidance for long-term fiscal requirements; determines deadlines and plans staffing requirements for special projects.
- Supervises the accounting for student funds, scholarships, foundation funds; ensures accurate balances are prepared in a timely manner.
- Assists in the development of the annual operating budget for the College.
- Other duties as assigned by the Vice President for Administrative Services.

Position Characteristics

This position requires specialized knowledge of accounting principles including governmental accounting, Generally Accepted Accounting Principles and internal controls for the safeguard of assets. Must have the ability to coordinate multiple projects simultaneously, requires the exercise of independent judgment and initiative as well as acceptance of responsibility. It demands that the incumbent have strong organization skills in order to prioritize duties, have effective supervisory skills to facilitate the functions of the Business Office and encourage collaborative efforts with all other aspects of the College community. This position effects the integrity of the financial information presented by the College and the safety of the College assets. This position is instrumental in developing and implementing College policies maximizing the ability of the College to attain its mission and goals.

Qualifications

Bachelor’s Degree in accounting is required. Five years of related experience or CPA with a minimum of two years of related experience. Prior supervisory experience required. Experience with computerized accounting systems and spreadsheets are required.

Controller

Vice President for Administrative Services

President

Job Description Created: November 2008
Prepared by: M. Beth Thompson, Vice President for Administrative Services