

# JOB DESCRIPTION



**Position Title:** Controller

**Position #:** 000115

**Department:** Finance

**Employment Category:** Administrative Staff

**Primary Location:** Sierra Vista Campus

**FLSA Classification:** Exempt

**Remote eligible:** No

**Parameters:** Full-time; 12 months/year

**Pay Grade:** AS17

**Position Summary:** The Controller is responsible for providing leadership and direction for the day to day accounting functions of the district, including financial reporting, financial audits, and year-end close processes in accordance with related accounting laws and regulation and the college's policies, procedures, and mission.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Provides oversight and guidance related to the internal allocation and regulation of funds through requisitions and internal adjustment of funds; reviews and approves journal entries; analyzes and reconciles accounts and makes adjustments and journal entries as necessary

Oversees accounting operations for the district, to include the preparation, review and distribution of internal financial and operational reports, maintains the chart of accounts, general ledger approval queues, and general ledger and accounts receivable user security levels; ensures proper year end closing and setup of the new fiscal year in the accounting system and of other third-party software; manages the yearly fixed asset processes, including year-end depreciation posting and close out

Monitors cash balances daily, ensuring cash flow is in alignment with expenditure needs in collaboration with the director of finance and vice president for administration; monitors debt payments and transactions to ensure compliance with repayment schedules

Prepares reports to internal stakeholders and third-party agencies to include but not limited to budget managers, senior administration, governing board, state auditor general, HLC, ELR, and IPEDS; coordinates end user training for areas of responsibility as needed

Serves as the primary point of contact for the external audit process, prepares audit information and schedules for the auditors, coordinates the annual financial audit, implements policy and procedure changes to ensure compliance with laws and regulations

Assists in the maintenance of policies and procedures related to the finance, ensuring policies and procedures remain current and in compliance with all federal and state law, accounting and auditing standards

Supervises assigned staff, performing supervisory duties to include hiring, training, performance evaluations; mentors and provides support to assist staff in meeting department and college goals and objectives

Continually updates professional knowledge and skills

Performs related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

# JOB DESCRIPTION



## **Education and Experience Requirements:**

Bachelor's degree in accounting or related field from a regionally accredited institution of higher learning recognized by the US Department of Education

Preference may be given to individuals with a Masters' degree or a current CPA Licensure or CPFO designation

Five years of accounting experience, preferably in public setting

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

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

Commitment to the community college mission

High level of personal integrity, initiative, and ability to manage sensitive issues while maintaining confidentiality

Knowledge of and ability to follow college policies and procedures

Knowledge of federal, state and local laws, regulations and guidelines related to assigned work

Working knowledge of GASB, GAAP, accounting and financial statements, general ledger and related accounting practices

Knowledge in and ability to use financial analysis and accounting reconciliation methods and techniques

Knowledge of current computer technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of integrated enterprise software, preferably Ellucian Banner Finance

Knowledge of inventory control and asset management methods

Skill utilizing personal computer software programs affecting assigned work

Skill utilizing computerized accounting systems and Microsoft Office applications

Skill analyzing accounting problems and taking corrective action

Skill in effective supervisory principles and practices

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to give effective public presentations

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Ability to work independently while contributing to a team environment

**Work Environment:** Work is primarily performed under general supervision in an office setting with appropriate climate control. Travel, early morning, evening, and weekend work may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Post offer, pre-employment background screening required

# JOB DESCRIPTION



**Reports to:** Director of Finance and Procurement Services

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.