

Position: Controller	Position Number:
Department: Business Services	FLSA: Exempt
Reports to: Vice President, Business Services	Salary Grade: 131

Summary

This position provides Districtwide policy analysis and makes financial decisions regarding the District's cash balances, accounting policies, and financial reporting. The incumbent may present financial information and reports to the Board of Trustees and other groups internal and external to the District.

Essential Duties and Responsibilities

- Plans, organizes, and directs all aspects of fiscal services and accounting operations for the College and related funds such as the Foundation.
- Provides technical expertise and information to the Board, President, auditors, local, State and federal agencies and others on financial and accounting matters.
- Participates with top Administration to formulate and develop generally accepted policies and procedures for financial operations and internal accounting controls.
- Plans, organizes and directs activities related to the District's annual financial audits.
- Directs and participates in preparing an array of narrative and statistical reports, records and files related to Fiscal Services of the College and the Foundation. Prepares monthly financial statements and related variance analysis and presents these reports to the Board of Trustees and may answer questions from the Board including in open session, and quarterly financial report for Chancellor's Office.
- Directs and participates in preparing annual financial reports for all accounting activities including payroll, purchasing, accounts receivable/payable, student financial records, inventory, etc.
- Supervises and evaluate the performance of assigned staff; interviewing and selecting employees, recommending transfers, reassignment, termination, and disciplinary actions.
- Plans, coordinates, and arranges for training of staff to maintain up-to-date knowledge of accounting practices, controls, and automated accounting data entry.
- Approves and authorizes purchase orders, commercial warrants or checks and payroll warrants. Receives all funds of the College and Foundation.
- Maintains financial control records for State and federal aid programs and supervises preparation of required reports. Primary decision-maker for delinquent student accounts, including referrals to outside collection agency and accounts adjustment or write-off.

- Oversees development, facilitation, and preparation of the annual preliminary budget for the College and Foundation. Analyzes and reviews budgetary and financial data submitted and edited by others. Prepares the annual budget and revenue and expenditure projections.
- Controls and authorizes expenditures in accordance with established guidelines.
- Interfaces with other administrators and College personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Assures compliance with a variety of State and federal regulations, laws and reporting requirements.
- Plans, organizes, and implements the cash management system of the College and Foundation, directing the investment program, projecting cash flows, reconciling District cash with County Auditor's report, and requesting funds from various State and federal sources.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires considerable knowledge of the theory, principles, practices, and procedures of accounting, auditing and finance; principles and procedures used in budget preparation, administration and control; principles of financial analysis and research procedures; fundamentals of higher education finance. Requires experience with audit process. Requires considerable knowledge of the laws and regulations applying to finance in higher education. Must have a strong understanding of the theory, practices and principles of personnel management. Requires highly-developed communication skills to conduct negotiations, make formal presentations to advisory and policy boards, to convey technical concepts, and optimize the efforts of assigned staff.

- **Abilities**

Requires the ability to perform all responsibilities of the position. Requires the ability to prepare complex analyses of systems and write reports that adequately communicate problems and solutions. Must be able to analyze financial problems, prepare reports and develop records and procedures. Must be able to gather and analyze data and develop conclusions and recommendations. Requires the ability to organize, supervise, train, evaluate and motivate an efficient staff. Requires the ability to plan, organize and prioritize complex and technical work processes in order to meet well-defined schedules and timelines. Requires the ability to communicate technical information and to interact with administrators, board members, staff, outside auditors, and agency representatives.

- **Physical Abilities**

Requires ambulatory ability to relocate to various offices and sites, to retrieve work materials, and to use a personal computer keyboard and 10-key pad at an acceptable rate. Requires sufficient visual acuity to recognize words and numbers; speech and auditory abilities to carry on conversations in large audience, personal, and phone conversations.

- **Education and Experience**

Requires a degree from an accredited college or university, with major course work in accounting, finance, business administration or a closely related field. **Requires a CPA with a minimum 2 years of experience.** Experience must be in accounting, budgeting, or financial management with a minimum of 2 years in an education industry setting.

- **Licenses and Certificates**

Current CPA certificate required.