Controller (priority screening date extended)

Position Summary:

Under the administrative direction of the Vice President for Support Operations, the Controller administers all functions associated with the business/finance operations of the College and works closely with/advises the Vice President for Support Operations on all matters affecting District policy and procedures regarding accounting, budgeting, payroll, purchasing, and risk management operations; preparation of audit schedules, tax reports and other required federal, state, and industry-related reports; assistance with preparation of the District's annual operating budget; supervision and preparation of accounting records and management reports, management of cash flow, supervision of computerized financial data, credit and collection, payroll and related reporting functions, and oversight of the daily operation of the Business Office.

Specific Duties and Responsibilities:

- Develop or oversee development of procedures to ensure legal and/or regulatory compliance for all Business Office activities; communicate policies and changes to Business Office staff and others as appropriate; formulate and administer policies and procedures for the business/finance operations of the College, including accounting, audit procedures, purchasing, payroll, and risk management; ensure maintenance of complete and updated Business Office procedure manuals.
- Ensure all general accounting and financial statements are conducted in accordance with GASB standards and GAAP.
- Ensure all information for annual audit is available for auditors; oversee all audits under area of responsibility; coordinate and implement the recommendations of District auditors relative to accounting practices.
- Evaluate adequacy of District financial systems and other financial controls; maintain chart of accounts; establish and apply a system of internal controls which assure legal/fiscal compliance with laws, rules, and generally accepted practices applicable to the operation of the District.
- Ensure monthly reconciliation of all accounts and timely monthly and annual close; deliver detailed accounting reports to all District budget managers.
- Interface with all levels of faculty, staff, and students to provide current and accurate financial accounting and reporting of District funds.
- Assist in financial planning and forecasting.
- Supervise the daily operations of payroll, accounts receivable, accounts payable, cashiering, purchasing, warehouse, mailroom, switchboard, reprographics, and all related functions.
- Facilitate preparation of annual operating budget and oversee compliance with all restricted and unrestricted budgets; develop and monitor annual operating budgets for all funds; assist in the preparation of and administer approved budget according to accepted College policy.
- Assume responsibility for cash, debt and investment management and assist Associate Vice President for Support Operations with bank relations, debt management, and investment

planning; oversee funds available to meet District's day-to-day financial commitments, including timely payment of debt service requirements.

- Oversee signature control for authorized signers and ensure compliance with Board of Trustees directed cash activities.
- Plan and manage tax responsibilities and assure compliance with all federal, state, and local regulations as they pertain to District operations; ensure tax obligations are properly reported and paid on a timely basis.
- Review and interpret technical accounting literature, pronouncements, regulations, and other guidelines.
- Complete various surveys and reports, develop and prepare ad hoc reports as needed; oversee appropriate record retention policies and procedures.
- Interpret, apply, communicate, and explain pertinent laws and/or District or other regulations, policies, and procedures, as appropriate.
- Ensure maintenance of complete and updated Business Office procedure manuals.
- Direct the preparation of all financial reports and records.
- Direct the preparation of all financial specifications and advertisements for the purchase of all equipment and supplies for the College; maintain inventory of all District property and provide for disposal of surplus.
- Collect, safeguard, and invest District funds and make proper use of state, federal, and other funds.
- Oversee administration of District's contracts.
- Serve as Controller of Food Services Operations.
- Supervise, train, and evaluate the performance of assigned staff; interview and select employees and recommend termination and disciplinary actions.
- Assist in collective bargaining; participate in various District and community committees as required.
- Perform other duties as assigned.

Minimum Qualifications[1]

- A Bachelor's degree in Accounting or related discipline **OR** a Bachelor's degree in any discipline **AND** a CPA license or MBA degree.
- Five years of financial or accounting management experience including not-for-profit or governmental accounting, GASB standards, and GAAP, preferably in higher education.
- CPA license, desired.
- MBA degree, desired.
- Sensitivity to and ability to deal with the diverse interests of all members of a multiethnic college community.

[1]Meeting minimum and preferred qualifications does not assure any candidate an interview.

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Hartnell College and the Community:

Hartnell College is a comprehensive community college that serves the entire Salinas Valley in Monterey County, California. Founded in 1920, Hartnell has established itself as a respected institution to earn an associates degree, to acquire vocational skills, or to take foundational classes before transferring to a 4-year college or university. Hartnell's focus is its students and the services it provides for them. Hartnell believes solid technology infrastructure and vision is key to providing the level and breadth of service expected by today's students and to building Hartnell's reputation as an academic leader in the state of California.

Hartnell's 10,000 students are diverse, with Mexican and Mexican American students constituting more than 60% of the enrollment, mirroring the larger community population. Thus, Hartnell has earned the federal designation as an Hispanic Serving Institution. A large percentage of students speak Spanish as their primary language. The college employs approximately 100 full-time and 300 adjunct faculty members, 150 classified employees, and 30 administrators.

The college has gained accolades for its success in forming partnerships and internships with NASA, Naval Postgraduate School, and other institutions to prepare students for research careers. The arts flourish with a studio arts program and The Western Stage theater company. Recently, key partnerships with local industry helped the college to develop vocational programs in sustainable agriculture and green construction.

Bond financing continues to provide funding for impressive new facilities on the main campus and on the 140-acre Alisal Campus, where the college just opened its Center for Advanced Technology in the spring. The King City Center opened in 2002 and now serves 1,500 of our students.

Hartnell College is key to the future of the community and its population. With over half of the population below the poverty level of income, the College provides an opportunity for making a significant social and economic impact on the community and on the lives of individuals. There is significant opportunity for enrollment growth, since the average age of the District population is 24.5 years.

Salary and Benefits:

- Management salary range V: $98,784 to $112,213 annually
- Within this salary range, the successful candidate's starting salary will be commensurate with verified education and experience.
- District paid medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents.
- Sick leave, vacation, paid holidays.
- Employee assistance program, basic life insurance for employee only.
- PERS (Public Employees Retirement System)

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- 403b/457 Options

Application Procedure:

The priority screening date has been extended. **We have been experiencing network issues, so if you have emailed us your application materials but have not received an acknowledgement from us, please contact us at (831) 755-6706.** Completed applications must be received in the Hartnell Community College District Human Resources Office by **4:00 pm, on October 12, 2011** to be considered in the first round of screening. Incomplete application packets will not be considered. This position will remain open until filled and may be closed at any time thereafter at the request of the screening committee.

1) A letter of application explaining your experiences and qualifications in meeting each of the stated minimum and preferred qualifications for this position.
2) A completed District application for Administrative Position.
3) A comprehensive resume of educational background and experience including community involvement and professional achievements.
4) Copies of transcript(s) (need not be official) verifying all educational degrees and/or coursework required for this position.

Selection Procedure:

Selected candidates will be invited for an initial interview with the screening committee. It is expected that interviews will take place the week of October 24, 2011. The finalists will be invited back for a final interview shortly thereafter. Beginning date of employment for this twelve months, classified management position will be on or after November 1, 2011.

Equal Opportunities

It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, Vietnam-era veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the Office of Human Resources and Equal Employment Opportunity if you need any special accommodations to complete the application process.

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SUBMIT APPLICATION MATERIALS TO:
Hartnell Community College District
Human Resources and Equal Employment Opportunity

411 Central Avenue

Salinas, California 93901

(831) 755-6706

Fax: (831) 755-6937

Email application materials to: work@hartnell.edu

Applications available at: www.hartnell.edu/hr

Job posting dates: 9/30/11-OUF; priority screening 10/12/11