CONTROLLER

DEFINITION

Under the administrative direction of the Associate 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 Associate Vice President for Support Operations on all matters affecting District finances. Responsibilities include formulation and administration of 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.

SIGNIFICANT RESPONSIBILITIES

Develop and 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

KNOWLEDGE OF:

Federal, state, local and District laws, regulations, and policies governing fiscal requirements of educational institutions and payroll tax administration.

Current labor laws and state and federal regulations affecting payroll functions, GASB and GAAP standards, general business and collection practices, hardware/software development as related to Business Office functions.
Computer-based accounting systems and technology
Business financing and financial principles
Modern office management and operational practices and procedures, management concepts, principles, and techniques

ABILITY TO:
Recognize areas of concern; analyze situations, select alternatives, project consequences of proposed actions; negotiate mutually satisfactory solutions to problems; make and implement recommendations.
Communicate effectively, both oral and written, in order to prepare, explain and/or provide presentation of comprehensive administrative, technical and statistical reports, findings, recommendations, and policies to small and large groups, and in order to promote and gain concurrence, consensus and cooperation through discussion and persuasion.
Remain knowledgeable of District policies, Business Office policies and procedures, and governmental regulations to effectively assist students, faculty, staff, donors, and others.
Organize workload and prioritize duties; meet agreed-upon deadlines; Work independently with little direction.
Extract and analyze data and prepare reports, correspondence, and presentations.
Attend workshops and seminars for professional development with organizations such as the California Community Colleges Chancellor’s Office, Association of Chief Business Officers, etc.
Understand and interpret rules, regulations and laws related to assigned areas.
Train and evaluate the performance of assigned personnel.
Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.
Operate a computer, assigned software and other office equipment.

EDUCATION AND EXPERIENCE:
A Bachelor’s degree in accounting or a 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.

DESIRED QUALIFICATIONS
CPA license
MBA degree