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| Position: Controller | Position Number: |
| Department/Site: Administrative Services | FLSA: Exempt - Administrative (Classified Administrator) |
| Reports to: Vice President of Administrative Services or assigned administrator | Salary Range: V |

DEFINITION

Under general direction, plans, organizes, manages, and provides administrative direction and oversight for major functions of the Business Office, including accounting, financial management and reporting, budget, and audit functions; provides highly responsible and complex professional assistance to the Vice President of Administrative Services in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of Administrative Services. Exercises direct and general supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a management classification that administers the functions associated with the business/finance operations of the District. This class provides assistance to the Vice President of Administrative Services in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, and the ability to develop, oversee, and implement the District’s financial programs. Responsibilities include performing and directing many of the Business Office’s day-to-day administrative functions and assisting in short- and long-term planning, development, and administration. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering district goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.

- Assumes management responsibility for assigned business/finance programs, services, and activities, including accounting, budgeting, payroll, cash management, grants management, and risk management functions; manages and participates in the preparation and development of financial reports, maintenance of accounting records, and the development and implementation of a comprehensive set of controls and budgets designed to mitigate risk and enhance the District’s finances.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Vice President of Administrative Services.

- Ensures all financial and budget operations, procedures, and internal controls are in compliance with District policies, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) standards, and State Budget and Accounting Manual (BAM) standards.
- Ensures adequate controls are implemented and that all programs and services are of the highest quality by providing administrative oversight to an internal quality assurance process based on the District's mission, philosophy, and the outcome standards of the District; leads and coordinates various external and internal audit processes and/or requests for information; ensures all information for annual audit is available to auditors; coordinates and implements the recommendations of the District auditors per the Auditor's Management Letter.
- Facilitates preparation of annual operating budget and oversees compliance with all restricted and unrestricted budgets; develops and monitors annual operating budgets for all funds; assists in the preparation of and administers approved budget according to accepted District policy.
- Manages the analytical review of all financial reports including District-wide monthly and annual variance, and investment, budget, and cash reports, for accuracy, validity, reliability, alignment with program objectives, and compliance with policies.
- Oversees signature control for authorized signers and ensures compliance with Board of Trustees-directed cash activities.
- Plans and manages tax responsibilities and assures compliance with all federal, state, and local regulations as they pertain to District operations; ensures tax obligations are properly reported and paid on a timely basis.
- Manages and monitors cash flow analysis, transferring of funds, and available funds and investment portfolios; develops and recommends an investment plan for District funds and directs investment transactions in compliance with federal and state rules and regulations.
- Develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of financial administration; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in laws, regulations, and technology that may affect District or Business Office operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President of Administrative Services.
- Receives, investigates, and responds to difficult and sensitive problems and complaints; identifies and reports findings and takes necessary corrective action.
- Assists and provides leadership in the development of Service Area Outcomes (SAOs) within areas of responsibility.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Principles and practices of enrollment management.
- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Accounting, auditing, financial analysis, and budget principles and procedures and their application to a variety of accounting transactions and problems.
- Financial statements and elements (such as, but not limited to, assets, liabilities, equity, income, and expenses).
- Applicable Federal, State, and local laws, regulations, ordinances, and procedures relevant to assigned area of responsibility.
- Financial and statistical record-keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

Ability to:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures of financial administration.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand scope of authority in making independent decisions.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

- A bachelor's degree in accounting, finance, business administration, or a related field from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Three (3) years of professional experience in financial management, accounting, including not-for-profit or government accounting, GASB standards, and GAAP.
- Experience with fund accounting, working within an educational environment, and complex integrated finance enterprise application system are highly desired.

Licenses and Certifications:

- Certified Public Accountant licensure desired.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.