

## POSITION DESCRIPTION

<b>Position Title:</b> Controller	<b>Number:</b> 0021.FO	<b>FTE:</b> 1.0
<b>Classification:</b> Professional Exempt	<b>Report To:</b> VP of Finance & Operations	<b>Date:</b> 04/26 <b>Grade:</b> 11

### **General Description and Purpose**

Responsible for handling accounting transactions in the general ledger, cash receipts and disbursements, preparation of financial statements, and reporting to state and federal agencies, including assisting with the budgets for the Institution and Departments.

### **Primary Functions/Responsibilities**

1. Assists with cash receipts, accounts payables, and payroll.
2. Preparation of adjusting entries.
3. Preparation of financial statements.
4. Assist in implementation of Jenzabar, the new software system.
5. Coordinate outside audit, including preparation of client prepared schedules.
6. Monitor and handle reporting of financial activities of government grant projects.
7. Preparation of foundation financial data and coordinate annual foundation audit.

### **Coordination and Accountability Tasks**

As assigned by the Vice President of Finance and Operations

### **Supervises the Following Staff**

None

### **Required Knowledge, Skills, Abilities, and other Characteristics**

1. Knowledge of fund accounting, and reporting requirements to various state, federal and outside agencies.
2. Working knowledge of computerized accounting systems.
3. Working knowledge of PC in both system and application software.
4. Ability to work with many people to coordinate activities between the Business Office and other campus facilities.

### **Experience**

1. Five years' experience in computerized accounting systems required.
2. Five years' experience in operation of a double entry system of accounts required.
3. One year experience in Public Accounting preferred.
4. Two to five years' experience in Fund Accounting preferred.

### **Education**

Bachelor's degree in Business or Accounting required.

### **Certifications and/or Licensure**

CPA certificate preferred.

### **Work Conditions/Environment**

Office setting.

**Other**

None

**Acknowledgement of Receipt and Agreement**

By signing below, I acknowledge that I have received and reviewed a copy of this position description. In addition, I agree to strive to effectively perform and comply with the job duties and responsibilities outlined in this description.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature