

POSITION DESCRIPTION

Position Title: Controller	Number: 0021.FO	FTE: 1.0
Classification: Professional Exempt	Report To: VP of Finance & Operations	Date: 10/26 Grade: 11

General Description and Purpose

The Controller manages the College's accounting operations, maintains the integrity of the general ledger, prepares accurate and timely financial statements, and ensures compliance with applicable accounting standards and state and federal reporting requirements. Responsibilities include oversight of cash receipts and disbursements, account reconciliations, financial reporting, grant accounting, audit coordination, and internal controls. The Controller supports institutional and departmental budget development, financial analysis, and continuous improvement of business processes.

Primary Functions/Responsibilities

1. Manage general ledger accounting activities and ensure accurate and timely recording of financial transactions.
2. Prepare monthly, quarterly, and annual financial statements and supporting schedules in accordance with applicable accounting standards.
3. Oversee reconciliation of bank accounts, general ledger accounts, and subsidiary records; investigate and resolve discrepancies.
4. Review and prepare adjusting journal entries and oversee month-end and year-end closing procedures.
5. Monitor cash receipts, disbursements, accounts payable, and payroll accounting activities for accurate recording and compliance with established procedures.
6. Develop, maintain, and evaluate internal accounting controls to safeguard institutional assets and improve the reliability of financial information.
7. Coordinate the annual external financial audit, including preparation of schedules, supporting documentation, and responses to auditor inquiries.
8. Monitor grant expenditures and financial reporting for compliance with applicable federal, state, and grant-specific requirements.
9. Assist with institutional and departmental budget development, budget-to-actual analysis, and identification of significant financial variances.
10. Prepare and submit required financial reports to state, federal, and other regulatory agencies.
11. Support implementation, maintenance, and improvement of the College's financial information systems, including Jenzabar.
12. Supervise assigned personnel, establish performance expectations, and support staff training and professional development.
13. Recommend improvements to accounting policies, procedures, reporting practices, and business processes to strengthen financial accountability and operational efficiency.
14. Perform other related duties as assigned by the Vice President of Finance and Operations.

Coordination and Accountability Tasks

The Controller reports to the Vice President of Finance and Operations and collaborates with Business Office personnel, departmental budget managers, external auditors, and other institutional stakeholders to ensure timely and accurate financial reporting. The Controller provides periodic financial information, identifies significant accounting and compliance issues, and recommends corrective actions to strengthen financial operations.

Supervises the Following Staff

1. Accounts Payable Clerk
2. Student Accounts Coordinator
3. Purchasing Associate

Required Knowledge, Skills, Abilities, and Other Characteristics

1. Knowledge of generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) requirements, and fund accounting principles applicable to public higher education.
2. Knowledge of financial statement preparation, general ledger accounting, account reconciliations, and financial reporting requirements.
3. Knowledge of internal controls, audit procedures, grant accounting, and applicable state and federal financial regulations.
4. Proficiency in computerized accounting systems, enterprise resource planning (ERP) systems, Microsoft Excel, and related financial applications.
5. Ability to analyze financial information, identify discrepancies, and recommend appropriate corrective actions.
6. Ability to establish priorities, meet reporting deadlines, and manage multiple financial activities.
7. Strong organizational, analytical, communication, and problem-solving skills.
8. Ability to collaborate effectively with administrators, faculty, staff, external auditors, and other stakeholders.
9. Ability to supervise, train, and evaluate assigned personnel.

Experience

1. Five years of progressively responsible accounting experience, including general ledger accounting, account reconciliations, and financial statement preparation, required.
2. Experience with computerized accounting systems and financial reporting applications required.
3. Experience with annual financial audits, internal controls, and financial reporting compliance required.
4. Experience in governmental, nonprofit, or higher education accounting preferred.
5. Supervisory experience preferred.
6. Experience with grant accounting and fund accounting preferred.

Education

1. Bachelor's degree in Accounting or a related business field with substantial accounting coursework required.
2. Master's degree in Accounting, Finance, or Business Administration preferred.

Certifications and/or Licensure

Certified Public Accountant (CPA) designation 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