

Memo to: College Community
From: Personnel Office
Re: Open Position--PLEASE POST
Date: September 16, 2021

Position: Controller

Summary Description: Reports to the Director of Finance and Accounting. Functional areas include: general ledger accounting, accounts payable, payroll, student accounts, loan collections, cashier, property accounting, grants and contract accounting, data input, and registrations. Is directly responsible for the following: coordination, compilation and monitoring of the annual budget; long range financial planning; formulating financial policy and procedures; endowment management; cash management; restricted gift accounting; cost analysis of programs; and various other projects as assigned.

Description of Duties and Responsibilities:

Essential Functions

1. Prepares long-range financial plans. This includes economic environmental assumptions which are presented to the Board of Trustees.
2. Coordinates and compiles the annual budget based upon the assumptions of the long-range financial plan and the strategic plan of the College. Coordination involves reviewing prior years performance, estimating future price escalation, determining the cost of new proposals, and summarizing the cost of personnel and benefits in the process of arriving at a balanced budget.
3. Monitors compliance with the budget and reports variances to the Director of Finance and Accounting for follow-up. Adjusts the budget periodically for authorized changes during the year as approved by this Executive Vice President or the President. Distributes monthly ledger sheets to the respective budget managers for their information and review.
4. Coordinates the annual audit and external financial reporting function at the College and formulates internal control policy and procedures. This includes compliance with AICPA, FASB, and NACUBO requirements and practices.
5. Administers the endowment management policy and directs the day to day operation of the endowment. Oversees the accounting and recording of endowment related transactions in the Business Office.
6. Administers the cash management policy. This involves the monitoring of all cash resources and needs to ensure that the maximum benefit is derived from cash reserves and the minimum amount of interest is incurred. Directs the day to day operation of the cash management function.
7. Prepares cost analysis of programs and other financial related projects. This involves the analysis of past performance of programs and reporting of significant trends, ratios, and

- efficiencies realized by program. Also involves, projecting the expected *pro forma* performance of proposed programs or projects resulting from the planning process.
8. Coordinates the recording and accounting of restricted gifts to ensure compliance with the donor's intent. This involves the valuation of gifts, proper documentation of the donor's intent, and accounting for all restricted gift transactions in the accounting records. It additionally involves the coordination with the Development office personnel of proper reporting of gifts.
 9. Provides support for the Director of Finance and Accounting concerning financial issues, as well as, other essential duties and tasks as required or as requested.

Marginal Functions

1. Attends meetings and/or committees as required.
2. In the absence of the Director of Finance and Accounting, acts at the discretion of the Executive Vice President pertaining to financial matters.
3. Performs other duties or paperwork as required.

Required Knowledge, Skills, and Abilities: Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Knowledge of the principles and techniques of not-for-profit (FAS 116 & 117) accounting as required by the AICPA, FASB, and NACUBO.
2. Knowledge of the principles and techniques of budgeting in a higher education environment.
3. Knowledge of the principles and techniques of long-range strategic planning in a higher education environment.
4. Knowledge of the principles and techniques of endowment management.
5. Knowledge of the principles and techniques of cash management.
6. Knowledge of the principles and techniques of both PC and mainframe computing.
7. Ability to prepare budgets of a complex organization.
8. Ability to coordinate the Business Office functions of a higher education institution.
9. Ability to prepare PC based planning models.
10. Ability to analyze financial data, summarize the results of analysis, and clearly communicate alternative actions and expected consequences.
11. Ability to communicate clearly and effectively both orally and in writing with or without the use of auxiliary aids or services.
12. Ability to monitor budget variances.
13. Ability to identify and resolve interdepartmental and interpersonal conflicts.
14. Ability to negotiate solutions for opposing interests.
15. Ability to handle stress caused by workload, deadlines, and conflict resolution.
16. Ability to work various hours and weekend/holiday as may be required.
17. Ability to interact effectively with faculty, staff, administrators, and a wide range of College constituencies.
18. Ability to assess operational, program, staffing and fiscal needs.

19. Ability to clearly communicate policy and procedures to the College community.
20. Ability to supervise and implement planning goals and objectives.

Qualification Standards:

Education/Experience: Bachelor's degree in related field and four to seven years' experience with increasing responsibility in an accounting/finance environment. College or university (FAS 116 & 117) accounting experience required.

Preferences: CPA or MBA preferred.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT.

Review of applications begins immediately and continues until the position is filled. Contact the Personnel Office, 3063, for further information.