

CONTROLLER

(Class equivalent to a College Vice President of Administrative Services)

DEFINITION

Under general administrative direction plans, organizes, directs and controls all of the staff and functions of the Controller's operation including payroll, accounting, accounts payable, student loan collections and grant operations; works to ensure that District assets are protected and controlled; coordinates the annual district audit; ensures District compliance with all applicable governmental regulations and policies and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Executive Vice Chancellor.

Provides direct supervision to supervisory and professional staff as well as other administrative support staff, as assigned.

ESSENTIAL DUTIES

- Plans, organizes, directs and controls all of the staff and functions of the Controller's operation including payroll, accounting, accounts payable, student loan collections and grant operations.
- Maintains the District's system of accounts and keeps books and records on all financial transactions and assets; approves all District requisitions, journals and manual checks.
- Ensures overall compliance with all governmental agencies impacting District operations, e.g. IRS, US Department of Education, State Chancellor's Office, etc.; prepares state reports, as needed
- Conducts analysis, and interpretation of statistical and accounting information in order to appraise on matters bearing on the fiscal soundness and operating effectiveness of the District.
- Prepares financial statements for the Districts Capital Projects Fund
- Responsible for evaluating the performance of personnel in the Controller's office.
- Coordinates the annual District audit with external audit firm.
- Assists in the preparation of the District's budget, institutes and maintains other planning and control procedures, as needed; manages Controller's operational budget as well as General Obligation funded capital budget.
- Furnishes internal reports, revises and updates reports to be more useful and efficient, and furnishes external reports as necessary.
- Provides on-going financial training for end-users District-wide.
- Assumes fiduciary and final responsibility for providing effective financial controls for the organization.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties.

Education and Experience:

- Education: Equivalent to possession of Bachelor's degree in accounting, finance, business administration or related field. MBA or CPA preferred.
- Experience: Minimum of five years of increasingly responsible experience in general accounting, auditing, financial systems design, including supervisory/management experience preferably in a community college setting.

Knowledge of:

- Generally Accepted Accounting Principles
- Principles, practices of accounting, auditing, governmental accounting and budgeting within the California community college finance environment
- Federal and, state accounting and reporting requirements, automated financial and accounting systems development, design, pertinent state laws, and regulations
- Knowledge of applicable financial related computer software, word processing and spreadsheet software.

Ability to:

- Prepare, analyze and interpret financial and statistical reports, documents, and accounting records
- Utilize computer applications through terminals and personal computer, prepare comprehensive technical reports and make presentations.
- Assign, monitor and evaluate the work of others.
- Manage and prioritize workload to meet deadlines.
- Receive and follow instructions and appropriately interact with District staff, faculty and the public; balance stewardship with service.
- Learn and apply college and district policies and procedures.

Licenses and Certificates:

- Possession of a valid California driver's license.
- CPA license desirable.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

Class Adopted: XX-XX-XX

Class Amended: XX-XX-XX