

Controller

Job Description

Position Information

Position Title	Controller
Position Number	BUSNADMN06*4540
Department	Accounting
Reports to (Title)	Associate Vice President for Finance and Assistant Treasurer of the College

Seated Employee

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

The Controller manages and oversees the Accounting department including general accounting, accounts payable, procurement, and financial reporting. The Controller is critical to the successful execution of the College's audits, tax filings, and other compliance reporting. The Controller provides knowledgeable assistance and professional guidance to other departments of the College, as needed.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job. Bachelor's degree from four-year college or university

If a specific degree, certification, license, or registration is necessary, please list. Accounting degree preferred

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job. Seven years or more

Preferred Qualifications Higher education accounting experience and CPA is preferred.

FLSA Category Exempt

Staff/Faculty Staff

Employment Status Full-Time

Employment Category Regular

Essential Staff (emergency) No

situations)?

On-Call? No

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility	Supervise areas of the Accounting department including accounts payable, procurement, and financial reporting. This includes responsibility for process, policies, systems, and software in addition to staff management.
Percentage Of Time	50
Responsibility	Manage the detail work of audits including for the College, A-133, wrap plan and 403(b).
Percentage Of Time	20
Responsibility	Provide assistance and professional services to other departments of the College including institutional and cross-departmental committee work.
Percentage Of Time	10
Responsibility	Assistant in accurate, timely completion of all required tax and other filings related to compliance (e.g.; 990, state solicitation filings, unclaimed property filings, IPEDS, NCAA, EZ-Audit).
Percentage Of Time	20

General Responsibilities

General Responsibilities	<p>(1) Maintain regular attendance in accordance with department policy.</p> <p>(2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.</p> <p>(3) Understand and comply with the policies of the College Staff Handbook.</p> <p>(4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.</p> <p>(5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.</p> <p>(6) Protect confidentiality of College information.</p> <p>(7) Provide leadership to others through example and sharing of knowledge/skill.</p> <p>(8) Communicate with others in a courteous and helpful manner.</p> <p>(9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.</p> <p>(10) Perform other duties as assigned.</p>
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Supervisory Responsibilities

Does this job have supervisory responsibilities? Yes

If yes, then check all that are supervised by this position.

Supervise Student Staff No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff Yes

If you supervise exempt staff please enter the number. 4

Select the level of supervision that this position provides. Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.

Supervision Received

Select the level of supervision that this position receives from their supervisor. General Direction: receive very general guidance with respect to overall objectives; work is usually quite independent of others; operate within division or department policy guidelines using independent judgment in achieving assigned objectives.

Computer Operations

Please check one of the following Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

Travel

Please check one of the following Minimal overnight travel (up to 10%) by land and/or air.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data Over 2/3

- Essential or Marginal? Essential

Effective communication skills Over 2/3

- Essential or Marginal?	Essential
Composing & comprehending communication materials	1/3 to 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	Over 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	Over 2/3
- Essential or Marginal?	Essential
Making decisions of moderate to substantial consequence	1/3 to 2/3
- Essential or Marginal?	Essential
Performing mathematical calculations	Over 2/3
- Essential or Marginal?	Essential
Editing reports or technical materials	1/3 to 2/3
- Essential or Marginal?	Essential
Planning and organizing (work load, schedules, events, etc.)	Over 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	1/3 to 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	Over 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	Over 2/3
- Essential or Marginal?	Essential
Coordinating work with others	Over 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Over 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential

Concentrating - maintaining attention to details and task Over 2/3

- Essential or Marginal? Essential

Memory functions (remembering names, details and procedures) Over 2/3

- Essential or Marginal? Essential

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position 1/3 to 2/3

Traverse/move locations Under 1/3

Ascend or descend between floors Under 1/3

Reach with hands and arms Over 2/3

Ascend or descend ladder None

Position self to access small or restricted spaces None

Communicate or exchange information Over 2/3

Detect specific flavors or odors None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device) Under 1/3

Weight lifted or force exerted: up to 25 pounds (with or without assisted device) Under 1/3

Weight lifted or force exerted: up to 50 pounds (with or without assisted device) None

Weight lifted or force exerted: up to 100 pounds (with or without assisted device) None

Weight lifted or force exerted: more than 100 pounds (with or without assisted device) None

Please check one of the following Light physical activity performing non-strenuous daily activities.

Does this job have any essential vision requirements? Check all that apply. Close vision (clear vision at 20 inches or less), Color vision (ability to identify and distinguish colors), Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	None
Extreme cold (non-weather)	None
Extreme heat (non-weather)	None
Outdoor weather conditions	None
Work near moving mechanical parts	None
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None
Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	None
Please check one or more of the following locations where this job would work	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
How much noise is typical for the work environment of this job? Check the appropriate level below.	Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.