

## College of the Redwoods

## Position Description

Position: Controller	Position Number:
Department: Business Services	FLSA: Exempt
Reports to: Vice President, Business Services	Salary Grade: 131

### **Summary**

Plans, organizes and directs financial accounting operations to insure accurate and timely accounting reports, statements of financial condition, prompt processing and payment of accounting transactions, and accounting for enterprise funds such as and not limited to the College Foundation. Facilitates development of, and compiles information for the annual budget process.

### **Essential Duties and Responsibilities**

- Participates with top Administration to formulate and develop generally accepted policies and procedures for financial operations and internal accounting controls.
- Directs and participates in preparing an array of narrative and statistical reports, records and files related to Fiscal Services of the College and the Foundation. Prepares monthly financial statements and related variance analysis for the Board of Trustees and quarterly financial report for Chancellor's Office.
- Directs and participates in preparing annual financial reports for all accounting activities including payroll, purchasing, accounts receivable/payable, student financial records, inventory, etc.
- Plans, organizes, and directs all aspects of fiscal services and accounting operations for the College and related funds such as the Foundation.
- Provides technical expertise and information to the Board, President, auditors, local, State and federal agencies and others on financial and accounting matters.
- Plans, organizes, and implements the cash management system of the College and enterprise funds such as the Foundation, directing the investment program, projecting cash flows, reconciling District cash with County Auditor's report, and requesting funds from various State and federal sources.
- Establishes standards and supervises and evaluates the performance of assigned staff. Participates in interviewing and selecting employees, recommending transfers, reassignment, termination, and disciplinary actions.
- Plans, coordinates, and arranges for training of staff to maintain up-to-date knowledge of accounting practices, controls, and automated accounting data entry.
- Approves and authorizes purchase orders, commercial warrants or checks and payroll warrants. Receives all funds designated for the College and Foundation.
- Maintains financial control records for State and federal aid programs and supervises

preparation of required reports.

- Oversees development, facilitation, and preparation of the annual preliminary budget for the College and Foundation. Analyzes and reviews budgetary and financial data submitted and edited by others. Prepares the annual budget and revenue and expenditure projections.
- Controls and authorizes expenditures in accordance with established guidelines.
- Interfaces with other administrators and College personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Assures compliance with a variety of State and federal regulations, laws and reporting requirements.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires specialized professional-level knowledge of the theory, principles, and practices of accounting and financial record keeping. Requires in-depth knowledge of the generally accepted accounting and audit practices and procedures for educational entities. Requires knowledge of the principles and procedures used in budget preparation, accounting administration, and development of internal controls. Requires professional knowledge of the principles and techniques used in financial analysis and research. Requires in-depth knowledge of the company's accounting data entry and storage systems. Requires in-depth knowledge of the external audit process. Requires knowledge of computer-aided relational database systems that apply to accounting applications. Requires well-developed skill with personal computer software sufficient to design and use spreadsheet and database models. Must know and understand modern practices and principles of supervision and leadership. Requires skill in writing professional communications and reports. Requires highly-developed communication skills to conduct negotiations, make formal presentations to advisory and policy boards, to convey technical concepts, and optimize the efforts of assigned staff.

### **▪ Abilities**

Requires the ability to perform all responsibilities of the position. Requires the ability to prepare complex analyses of systems and write reports that adequately communicate problems and solutions. Must be able to analyze financial problems, prepare reports and develop records and procedures. Must be able to gather and analyze data and develop conclusions and recommendations. Requires the ability to organize, supervise, train, evaluate and motivate an efficient staff. Requires the ability to plan, organize and prioritize complex and technical work processes in order to meet well-defined schedules and timelines. Requires the ability to communicate technical information and to interact with administrators, board members, staff, outside auditors, and agency representatives.

### **▪ Physical Abilities**

Requires ambulatory ability to relocate to various offices and sites, to retrieve work materials, and to use a personal computer keyboard and 10-key pad at an acceptable rate. Requires sufficient visual acuity to recognize words and numbers; speech and auditory abilities to carry on conversations in large audience, personal, and phone conversations.

- **Education and Experience**

Requires a Bachelors degree from an accredited college or university with major course work in accounting, finance, business administration or a closely related field 6 years of experience in accounting, budgeting, public accounting, or financial management including 1-year in a leadership role. A CPA certificate is desirable.

- **Licenses and Certificates**

May require a valid driver's license.