

Controller

Reporting to the Chief Financial Officer and Vice President for Administration, the Controller is responsible for maintaining the accuracy and transparency of the college's accounting records and timely reporting to senior management and other constituents.

- Directs and oversees the operations of the Bursar's Office, unrestricted and restricted accounting, finance systems management, payroll, accounts payable, investments, and accounts receivable. Other areas of responsibility will include audit preparation (financial statement audit and A-133 compliance audit), cash management, tax return preparation, bank reporting and budgeting and analysis as needed.
- Working closely with the CFO, formulates goals and objectives for the department in accordance with the overall mission and goals of the institution.
- Ensures transactional standards that are consistent throughout the College, and comply with State and Federal fiscal management laws and regulations, and generally accepted accounting standards.
- Directs and oversees the hiring, development, management, and evaluation of departmental staff. Direct reports include a Financial Analyst, Human Resources & Accounts Payable Coordinator, Bursar, and HR & Payroll Assistant.

The Controller will be responsible for the following specific functions:

- Supervise the accounts payable and monitor purchasing activity.
- Supervise the accounts receivable functions (including student accounts).
- Monitor internal control procedures for accounting functions.
- Analyze cash flow, capital expenses, and vendor contracts.
- Oversee the preparation of and review of monthly, quarterly, and annual financial statements; meet with department heads to review budget vs actual performance and management of revenue and expenses.
- Manage the accounting operation so that transactions are recorded properly, timely, and in accordance with GAAP and College policy.
- Manage financial compliance and tax reporting.
- Compile data needed by Public Accounting firm to prepare College tax returns.
- Set and monitor accounting and other control policies and procedures.
- Manage the accounting and control of fixed assets.
- Answer inquiries regarding financial operations, policies, procedures, and reports.
- Supervise the management of cash so that it is properly collected, recorded, safeguarded, invested and disbursed in accordance with College policy and recognized accounting and administrative controls.
- Coordination and management of the annual audit.
- Oversee the accounting of endowments, restricted funds, and trust/annuity funds in accordance with GAAP, College policy, and the restrictions of donors.
- Oversee the timely filing of reports to the state and federal taxing authorities, including payroll tax reporting, the annual 990 federal return, and 1099 tax reporting related to accounts payable and the trust/annuity disbursements.
- Oversee the collection of student loan funds.
- Assist CFO with financing, insurance, capital projects, and other areas as needed.

Qualifications

- Bachelor's degree with concentration in Accounting or Business Administration with CPA certification (Master's degree preferred)
- Minimum of 5 years of experience in higher education financial administration preferred
- 3 to 5 years of experience in the leadership of an accounting operation and staff development
- Good oral and written communication skills
- Training and experience with federal funds accounting
- Good analytical, problem-solving, decision-making, and teamwork skills
- Excellent ability and great comfort with financial modeling
- Experience with Ellucian Colleague software preferred
- Experience with Microsoft Office suite (Excel, Access, etc.) required