

## **CONTROLLER Job Description**

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 12  
**REPORT TO:** VICE PRESIDENT OF FINANCE AND ADMINISTRATION  
**REVIEWED DATE:**

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

### **JOB SUMMARY**

Directs and coordinates the business services functions and procedures, serves as the chief accountant of the College and ensures compliance with all applicable college, state and federal regulations and policies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides leadership and supervision of business services administrative duties, including compilation and monitoring of revenue, expenditures, accounts payable, accounts receivable, payroll, and cashiering, general ledger, financial aid accounting functions, grants, budgeting, and inventory of the College.
- Provides leadership and supervision to the staff including staff evaluations.
- Directs and supervises the operations of student accounts receivable, including tuition and fees, installment plans, scholarships, student loans, state and federal financial aid.
- Maintains an orderly accounting filing system, accounting policies and procedures, chart of accounts, and a system of controls over accounting transactions.
- Ensures the accurate and timely processing of all accounting transactions and accounting-related processes, including accounts receivable and payroll.
- Directs and controls cash disbursements, including student, vendor, faculty, staff, accounts payable, payroll, and classification of all college expenditures.
- Ensures that all reasonable discounts are taken on accounts payable,
- Ensures that monthly bank reconciliations are completed.
- Oversees that all monthly reconciliations are completed, including payroll, accounts payable, accounts receivable.
- Ensures that required debt payments are made on a timely basis.
- Performs necessary investment transactions, cash transfers and related functions to ensure the College's assets are managed for maximum return within the guidelines as approved by the Board of Trustees.
- Issues timely and complete financial and statistical statements and reports relating to state and federal compliance, accreditation, THECB, and grant funding agencies.
- Prepares reimbursement requests for state, federal and other financial aid programs.
- Recommends benchmarks against which to measure the performance of the College.

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- Calculates and issues financial and operating metrics.
- Manages the production of the annual budget and forecasts.
- Works closely with the College's financial aid department in administering and reporting student loans, scholarships, state and federal financial aid.
- Performs professional functions in the management of the College's financial records and tax filings, ensuring that all accounts are maintained in accordance with the various state and federal requirements.
- Monitors debt levels and compliance with debt covenants.
- Acts as primary liaison with independent auditors, coordinates the annual independent financial audit, prepares or reviews the preparation of various schedules and the gathering of information required for the audit.
- Responsible for reviewing all travel reimbursement requests to ensure adherence to travel policies and procedures.
- Conducts special projects and studies to address decision-making needs of the College, as assigned.
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors and other employees.
- Coordinates the creation and implementation of a strategic plan for the business office functional area.
- Reviews, maintains and evaluates the budget for the business office functional area.
- Produces appropriate reports to coordinate and communicate the College's financial performance and development of the annual comprehensive financial audit report.
- Develops outcomes for the business office functional area, monitors assessment of those outcomes, and develops plans of action for improvement based on the assessment of those outcomes.
- Assists with the development, implementation, monitoring, and revision of policies and procedures relating to the business office functional area.
- Assists with the process for systematic review and evaluation of the business office functional area per the model adopted by the College.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by the Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Serves on committees as appropriate and as appointed by supervisor.

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- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Demonstrated knowledge of accounting principles, including governmental accounting, Generally Accepted Accounting Principles, and internal controls for the safeguard of assets.
- Demonstrated experience in organizing, conceptualizing, and prioritizing objectives and managing a high volume workflow office.
- Knowledge of Texas statutory requirements.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Demonstrated organizational skills in handling, directing and prioritizing multiple and complex assignments and projects.
- Ability to work independently according to established schedules and to complete assignments and projects, as per defined timelines.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

### **REQUIRED EDUCATION AND EXPERIENCE**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from an accredited college or university, with a concentration in accounting or business administration.
- Minimum of five (5) years of progressively responsible administrative experience in the business office functional area at a comprehensive community college or university.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Master's degree from an accredited college or university in accounting or business administration.
- Experience in the accreditation process.

### **CERTIFICATES AND LICENSURES**

- Certified Public Accountant (CPA) preferred.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a Bachelor's degree from an accredited college or university, with a concentration in Accounting or Business Administration?
  - Yes
  - No
3. \*Do you have a minimum of five (5) years of progressively responsible administrative experience in the business office functional area at a comprehensive community college or university?
  - Yes
  - No
4. Do you have a Master's degree from an accredited college or university in Accounting or Business Administration?
  - Yes
  - No
5. Are you a Certified Public Accountant?
  - Yes
  - No
6. Do you have experience in the accreditation process?
  - Yes
  - No