

ASSISTANT CONTROLLER

GENERAL STATEMENT:

Assist the Controller in supervising Business Office staff workflow, deadlines, time utilization and problem solving. Scope of supervision encompasses all aspects of the fiscal operation of the College including, but not limited to, accounts payable, travel reconciliations, accounts receivable, student accounts, cashier and grant accounting.

REPORTS TO:

Director of Accounting Services and Controller

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree in accounting or closely related field.

LICENSE OR CERTIFICATION:

CPA preferred

EXPERIENCE:

Six (6) years work experience in the area of accounting and internal control.

OTHER:

Strong knowledge of Microsoft Office applications, particularly Excel; interpersonal skills.

DUTIES AND RESPONSIBILITIES:

- Provide technical expertise to Business Office staff in all areas.
- Assist Controller in improving financial systems.
- Recommend and implement policies and procedures.
- Assist CFO and President with budget development.
- Serve as a key liaison for external auditors.
- Coordinate and verify compliance with budget.
- Prepare monthly Board financial package.
- Prepare and analyze complex financial reports.
- Control General Ledger and Budget systems.
- Control monthly and year-end closing processes.
- Manage Chart of Accounts.
- Review all Budget Adjustments for accuracy, input all JEs.
- Prepare monthly sales tax analysis and payment.
- Calculate annual fringe benefits budget.
- Calculate & record monthly fringe benefit allocation.
- Prepare and submit quarterly TWC reports.
- Reconcile bank statements.
- Perform daily cash proof of cashier's work.
- Prepare daily bank deposits.
- Analyze and record credit card bank receipts.
- Analyze and reconcile property tax statements.
- Record all property tax transactions.
- Assist CFO in monitoring property tax expense.
- Assist with grant reporting & analysis as needed.
- Assist with AFR as needed.

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- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 03/22/10

Revised:

JD451