

CONTROLLER

GENERAL STATEMENT:

Directs the college's business office activities and staff.

REPORTS TO:

Vice President of Administrative Services

OCCUPATIONAL GROUP:

Professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's Degree in Accounting, or closely-related field with relevant work experience

LICENSE OR

CERTIFICATION:

CPA preferred but not required.

EXPERIENCE:

Five (5) years work experience in the area of accounting and internal control. Previous supervisory experience preferred. Direct experience in the field of Education desirable.

OTHER:

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

DUTIES AND RESPONSIBILITIES:

- Establish, supervise, and maintain proper systems of accounting and internal control.
- Direct and supervise college business office operations and procedures including accounting for student-based revenue, ad valorem tax revenue, state appropriations, expenditures, accounts payable, accounts receivable, payroll, cashiering, general ledger activities and financial aid accounting.
- Direct and supervise the operations of student accounts receivable including tuition & fees installment plan, room and board, scholarships, student loans, state and federal financial aid, and other 3rd party payers such as TDCJ.
- Direct and control cash disbursements including student, vendor, faculty, staff, accounts payable, and payroll, and classification of all college expenditures.
- Prepare and submit financial and statistical reports required by federal, state and local government regulatory agencies relating to areas of responsibility (Dept. of Education, THECB, Legislative Budget Board, etc).
- Prepare reimbursement requests for federal, state and other financial aid programs.
- Work closely with the college's student financial aid department in administering student loans, scholarships, state and federal financial aid; assist in required reporting.
- Prepare and provide general oversight of the business office budget.
- Assist in preparation of college records for independent audit.
- Assist in financial statement and annual report preparation.
- Assign and delegate business office work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
- Assist with the continued development and design of the college's integrated financial information computing and technology systems.
- Recommend to the Vice President of Administrative Services the employment, assignment, and dismissal of personnel in areas of responsibility.
- Other duties as assigned by the Vice President of Administrative Services.

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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

Approved: 5/9/08 Revised:

JD403