

<b>Position:</b> Controller	<b>Position Number:</b>
<b>Department/Site:</b> Administrative Services	<b>FLSA:</b> Exempt - Administrative (Classified Administrator)
<b>Reports to:</b> Vice President of Administrative Services or assigned administrator	<b>Salary Range:</b> V

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Receives general direction from the Vice President of Administrative Services. Exercises direct and general supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision.

**CLASS CHARACTERISTICS**

This is a management classification that administers the functions associated with the business/finance operations of the District. This class provides assistance to the Vice President of Administrative Services in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, and the ability to develop, oversee, and implement the District's financial programs. Responsibilities include performing and directing many of the Business Office's day-to-day administrative functions and assisting in short- and long-term planning, development, and administration. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering district goals and objectives within general policy guidelines.

**EXAMPLES OF TYPICAL FUNCTIONS** (Illustrative Only)

*The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.*

Assumes management responsibility for assigned business/finance programs, services, and activities, including accounting, budgeting, payroll, cash management, grants management, and risk management functions; manages and participates in the preparation and development of financial reports, maintenance of accounting records, and the development and implementation of a comprehensive set of controls and budgets

Ensures all financial and budget operations, procedures, and internal controls are in compliance with District policies, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) standards, and State Budget and Accounting Manual (BAM) standards.

Ensures adequate controls are implemented and that all programs and services are of the highest quality by providing administrative oversight to an internal quality assurance process based on the District's mission, philosophy, and the outcome standards of the District; leads and coordinates various external and internal audit processes and/or requests for information; ensures all information for annual audit is available to auditors; coordinates and implements the recommendations of the District auditors per the Auditor's Management Letter.

Facilitates preparation of annual opera

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Accounting, auditing, financial analysis, and budget principles and procedures and their application to a variety of accounting transactions and problems.

Financial statements and elements (such as, but not limited to, assets, liabilities, equity, income, and expenses).

Applicable Federal, State, and local laws, regulations, ordinances, and procedures relevant to assigned area of responsibility.

Financial and statistical record-keeping principles and procedures.

English usage, spelling, vocabulary, grammar, and punctuation.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

**Ability to:**

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.

Deliver formal and influential presentations.

Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.

Develop, implement, and evaluate programs and services.

Utilize data and assessment outcomes to make improvements for programs and services.

Inspire and motivate others toward goal achievement.

Counsel, direct, and facilitate professional development of employees.

Develop and monitor budgets and effectively utilize resources.

Effectively manage priorities in large, complex, and diverse operational units.

Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.

Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.

Recruit, select, supervise, and evaluate employees.

Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures of financial administration.

Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.

Establish and maintain a variety of filing, record-keeping, and tracking systems.

Operate modern office equipment including computer equipment and specialized software applications programs.

**Licenses and Certifications:**

Certified Public Accountant licensure desired.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.