

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months	Title	CONTROLLER
Revised: 03/12/14	Department	BUSINESS & FINANCE
Level: Professional	IPEDS	OTHER PROFESSIONAL
FLSA: Exempt	Reports to	VICE PRESIDENT OF FINANCE

POSITION SUMMARY

The Controller provides accounting and financial reporting expertise to the college and ensures compliance with all applicable Federal, State and College regulations and policies. The Controller manages the accounting staff and reports to the Vice President, Finance. The Controller is responsible for overall management of accounting operations, including general ledger, accounts payable, non-student accounts receivable, financial reporting, and auxiliary services accounting.

MAJOR FUNCTIONS

- 1) Ensures the accurate and timely processing of all accounting transactions and compliance with Federal, State, Department of Higher Education and College regulations and policies and generally accepted accounting practices.
- 2) Prepares reports and surveys, as required by regulatory agencies; prepares annual financial statements and documents in support of the annual independent audit and other audit activities.
- 3) Identifies and recommends policies and procedures related to the financial and business practices of the college. Plans and implements new operating procedures and information technology advances to improve service quality and efficiency of service delivery.
- 4) Supervises accounting support staff and is a direct contributor to the daily work flow and operations of the department.
- 5) Maintains a standard of superior service to all customers; fosters and maintains positive relationships and works collaboratively with faculty, staff, and customers.
- 6) Develops and implements short- and long-range department goals consistent with college strategic directions and senior management direction.
- 7) Directs and supervises 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.
- 8) Serves as the college's primary point of contact for external accounting and auditing entities, including the Office of the State Auditor; serves as college representative to the state-wide CFO group.
- 9) Lead responsibility in maintaining Jenzabar Finance modules. Work in concert with the various College departments responsible for Jenzabar modules which interface with the College's Finance system.
- 10) Develop and monitor cash flow analysis for the purpose of planning and management of College resources to meet the needs of the Institution.
- 11) Coordinate and oversee banking relationships; research and recommend investment options to maximize earnings and limit exposure to loss of principal investment.
- 12) Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel, displaying use of good judgment, tact, and discrimination, treating records, information, materials, and office concerns in a confidential manner.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE
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Minimum Qualifications

1. Bachelor's degree in Accounting, Finance, Economics, or an MBA.
2. Five (5) years related accounting experience and three (3) years progressive management experience and training; or equivalent combination of education and experience.
3. Knowledge of and demonstrated experience and expertise in general ledger accounting, including state, federal and fund accounts.
4. Must be able to: read, analyze and interpret complex financial data; respond effectively to questions and prepare material in response to inquiries; make concise and effective presentations on controversial or complex topics to college management; exercise judgment and discretion as well as handle confidential information.
5. Must have previous experience using production accounting and reporting application(s) and production databases and possess excellent end user computer skills, including Microsoft Office products (Word, Excel, PowerPoint).
6. The Controller must be able to step in and provide backup support in critical functions to meet and cover staff absences.
7. Must be well-organized, flexible and able to manage multiple projects simultaneously.

Preferred Qualifications

1. CPA combined with extensive supervisory experience
2. Previous experience working in a higher education institution or agency
3. Experience working for federal or state government
4. Prior experience working at a public sector agency
5. Previous experience using Banner, Peoplesoft, Datatel, or Jenzabar accounting systems

POSITIONS SUPERVISED

Accounts payable, payroll, and cashier's office. Although not supervised, a positive working relationship with Financial Aid, the Crowder College Foundation, Grant's Office, and off-site campuses will be expected.

WORKING CONDITIONS

1. Usually indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Responsibilities may occasionally involve evening and weekend work.
3. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Sedentary work involving sitting part of the time, but will involve mobility within the office, campus, and external locations.
2. Input and access information-using computers.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.
3. Ability to work with and apply mathematical concepts.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including employees and the general public.
2. Ability to read and understand correspondence, financial reports, and similar publications.
3. Ability to write reports and business correspondence.
4. Ability to effectively present information and respond to questions.