



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

CONTROLLER

A Classified Supervisory Position (Exempt)
Grade 196E – Salary Schedule 35

A. General Statement

The Controller performs professional work involved in the management of District-wide accounting, budgetary and loss control functions which safeguard District assets through internal audit and effective internal control systems. The Controller plans, organizes, directs and supervises the work of staff in a central district accounting office. The position is responsible for explaining and interpreting accounting procedures and information for college and district staff and for performing complex accounting functions. Public contact is moderate to extensive, including college and district staff, outside auditors, governmental and regulatory agencies, for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to analyze and interpret complex financial data in order to draw conclusions and resolve major and minor problems that arise. Consequences of errors in judgment can result in loss of employee time, compliance infractions and money. A Controller participates in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with district, auxiliary services and college financial services staffs, outside auditors, governmental and regulatory agencies, and other educational institutions to provide and obtain policy and procedural information related to account records, reporting requirements, general accounting services and documentation, interpretation and application of laws, policies and accounting procedures
2. Confers with management and other staff to plan, organize, implement and evaluate a variety of central district financial functions, services, and activities which include general accounting, special funds accounting, cash and investment management, accounting system development and analysis, and accounts payable
3. In conjunction with the Chief Financial Officer and other staff, formulates, maintains and implements District new business processes, policies, and procedures
4. Approves payments, budget transfers, journal entries, financial reports and other transactions as appropriate
5. Supervises staff performing financial reporting, accounting, accounts receivable, and accounts payable

6. Analyzes and reviews financial data and conducts financial research, prepares forecasts, and recommends planning and implementation strategies and internal control processes
7. Establishes practices and controls for the safe and efficient handling of funds
8. Establishes reporting procedures of financial transactions and directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files
9. Prepares financial reports for submission to local, state or federal institutions including 50% law calculations, state financial reports (311), IPEDS, and official statements for general obligation bonds
10. Develops and maintains ledger and chart of accounts for control of expenditures from various budgets, including those for general restricted and unrestricted, bond, trust, and revolving and special funds
11. Coordinates and administers the year-end closing process and compilation of fiscal year financial statements
12. Prepares GASB entries for annual audits
13. Maintains current knowledge of GAAP and GASB
14. Coordinates and supervises the District and auxiliary services investments
15. Assists in outside financing of special District projects and borrowing
16. Supervises and participates in the formatting, online set-up, maintenance and retrieval of a variety of revenue and expenditure records and documentation
17. Serves as liaison with the District's independent auditors and coordinates the audit calendar
18. Oversees the annual financial and Bond audits and participates in audit committee meetings to determine scope of audits and review results
19. Discusses auditor concerns with appropriate administrators and approves management strategies to resolve findings and prepares related reports
20. Supervises the reconciliation of District funds with County Treasurer and bank accounts
21. Directs and allocates tax apportionment from the State, Federal and local
22. Coordinates and manages District-wide cash flow and other deposits
23. Uses a database and a variety of computer software to research, compile, format and prepare complex accounting data for special and regular reports
24. Directs the preparation of external reports, project claims, attendance reports, mandated cost claims, State, Federal, local and other governmental agency requests
25. Complies with relevant state, county and district laws, regulations and procedures
26. Makes recommendations for changes to staffing levels and positions
27. Supervises, assists in conducting various internal audits of academic, student and administrative programs, including review and audit of payments of non-payroll disbursements prior to payment
28. Performs periodic audits of cash control procedures at the District Office and at the campuses and makes recommendations to improve internal cash control procedures to comply with District procedures and generally accepted accounting principles
29. Provides direction and assistance to other organizational units regarding accounting, accounts receivable, and accounts payable policies and procedures and efficient control and utilization of financial resources
30. Performs other related duties as assigned

C. Requirements

1. Bachelor's degree from an accredited institution in accounting, business administration, finance or a closely related field
2. Five years of progressively responsible accounting and/or fiscal management experience in government or non-profit sectors, including three years in a supervisory or administrative capacity
3. Experience with fund accounting and budgeting, investing, complex financial and budget analysis and reporting, planning and design
3. Experience in the coordination of workloads with people at various levels within an organization
4. Skill in complex data research, analysis and reporting
5. Skill in the use of spreadsheets and a variety of computer software to compose and prepare data analysis, reports, summaries, correspondence and other materials

6. Extensive public contact with people of diverse cultures, language groups and abilities
7. Demonstrated skills in written and oral communication, including public speaking and persuasive communication
8. Skill in training, directing, and supervising the work of others
9. Possession of a Certified Public Accountant license is highly desirable

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires attention to detail; ability to work accurately under deadline pressure; giving and following complex written and verbal instructions; oral communication, including persuasive communication and giving instructions; written communication; manual dexterity; good memory, tact and patience; flexibility; adaptability to changing regulations; visual acuity; multi-level data comparison, analysis and interpretation; multi-tasking and organization of varied and complex workloads; and driving a motor vehicle to off-site locations.

E. Knowledge, Skills & Abilities

1. Knowledge of the laws, regulations and procedures affecting the accounting for receipts and disbursements
2. Knowledge of fund accounting and generally accepted governmental accounting, auditing, and investment principles, practices, regulations and procedures
3. Knowledge of State Education Code, State Budget and Accounting policies and other applicable regulations
4. Knowledge of the policies, procedures and compliance requirements common to public institutions of higher education
5. Knowledge of taxation, research regulations, and requirements
6. Knowledge of financial analysis and research procedures and in interpreting complex accounting data
7. Skill in the development and use of a variety of spreadsheet and other software instruments to conduct financial analysis, develop, format and prepare data for a variety of reports
8. Skill in planning, organizing, and coordinating the work of accounting and support staff, technical resources and other staff from various constituencies and levels within the organization
9. Skill in training, directing and evaluating the work of others
10. Skill in oral and written communication, including public and persuasive speaking
11. Skill in planning, organizing, and prioritizing a variety of workloads and deadlines
12. Skill in respectful and sensitive communicate with people of diverse cultures, language groups and abilities who are at various levels within organizations
13. Ability to work collaboratively and effectively as part of a team

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