

**CONTROLLER**

**DEFINITION**

Manages, coordinates, and directs the accounting, and payroll functions of the college, and assists the Vice President, Administrative Services, in the preparation and determination of the District budget.

**SUPERVISION RECEIVED AND EXERCISED**

Administration direction is provided by the Vice President, Administrative Services.

Supervision is exercised over professional and clerical accounting positions.

**EXAMPLES OF DUTIES**

Plans, organizes, and supervises District accounting functions and related record keeping, including budget control, payroll, disbursement of funds for materials, supplies, and equipment, and cafeteria accounting.

Assists in the preparation of the annual District budget including projection of income and expenditures and preparation and filing of official budget documents.

Projects cash flow and invests surplus funds.

Verifies the account classification of income and expenditure items.

Supervises the preparation of financial statements, the maintenance of financial control records and the conduct of internal audits.

Devises programs to implement revisions in state accounting requirements.

Provides assistance in gathering fiscal information for presentation before courts, other governmental agencies, and professional accounting organizations.

Supervises and participates in the annual closing of accounting books.

Develops uniform accounting procedures and policies.

Develops new or adapts existing procedures and systems to automatic data processing.

Supervises the maintenance of college student body funds and the completion and report preparation on student attendance.

Prepares various reports for state and federal agencies.

Performs related work as required.

**QUALIFICATIONS**

**Knowledge of:**

Accounting principles, practices and procedures.

## **QUALIFICATIONS (continued)**

Law and regulations applying to community college accounting operations.

Principles and practices of financial administration, including budgeting and reporting.

Modern automatic data processing methods and application of systems approaches to solving accounting problems.

### **Ability to:**

Apply and adopt sound accounting methods to a variety of financial transactions and problems.

Analyze and interpret complex fiscal information and provisions of law.

Organize and manage a major staff function, including the training and supervision of personnel.

Establish and maintain effective working relationships with employees, employee representatives, administrative staff, and others.

Communicate clearly and concisely, orally and in writing.

## **EMPLOYMENT STANDARDS**

### **Minimum Requirements:**

Bachelor's degree from an accredited college or university in Accounting or a related field with at least 20 units of accounting coursework.

Four years of increasingly responsible experience in professional accounting work, two years of which must have been in a supervisory or administrative capacity.

### **Desirable Requirements:**

Master's degree from an accredited college or university in Accounting, including courses in Business and Fiscal Management.

Experience in school or college accounting.