

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: Controller

Department: Fiscal Services

College: District Office

Date: September 1, 2021

POSITION PURPOSE

Under the direction of the Executive Director of Fiscal Services or assigned administrator, the Controller assists the supervisor in preparing, controlling and monitoring the District's financial records and analyzing revenue and expenditure budgets approved by the Governing Board. The Controller identifies, evaluates and communicates economic information to District administrators. The position also trains, supervises and evaluates the performance of assigned personnel.

NATURE and SCOPE

The Controller oversees the college's accounting, budgeting and payroll functions, and performs a variety of responsible professional accounting work within a robust technology based ERP system. This position is responsible for overall management of accounting operations, including general ledger, accounts payable, non-student accounts receivable, financial reporting, payroll and auxiliary services accounting.

KEY DUTIES and RESPONSIBILITIES

1. Prepare, control, and monitor the District's financial records and analyze revenue and expenditure budgets approved by the Governing Board; project annual expenditures for determining year-end fund balances.
2. Coordinate, organize and participate in year-end closing activities. Prepare financial reports with current year's budget and expenditures and the next year's budget, including but not limited to mandated reports such as the 311, 50% law, IPEDS, and PIPS.
3. Prepare annual preliminary budget as requested; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
4. Analyze, prepare, review and evaluate comprehensive financial statements and reports related to the District's income, accounts and investments. Monitor and control District investment funds including conducting internal audits to maintain fiscally sound practices.
5. Review, approve, and submit grant compliance reports via third party platforms (such as NOVA, SAM, and others).
6. Process and approve drawdowns, wires, and other bank/county transactions.
7. Maintain general ledger accounts, cash accounts, and various revenue/expenditure accounts by reconciling account details; review and approve bank reconciliation and control accounts; analyze, reconcile, and approve payable warrant reports, account receivable sessions; prepare fixed asset depreciation and accruals; create and review journal entries; monitor cash flow and perform budget transfers as requested
8. Ensure smooth and efficient operation of the District accounting and fiscal services office; determine best course of action to resolve issues following guidelines, policies, and precedent; and provide guidance and assistance to campus Business Service Office personnel.

9. Work with District auditor and conduct a variety of internal audits to maintain fiscally sound practices within the District. Assist with planning, coordinating and preparing documents for the District financial audits.
10. Supervise and evaluate the performance of assigned staff in accounting and budget; interview and participate in selecting employees; train, counsel, and discipline personnel according to established policies and procedures.
11. Coordinate with financial aid personnel the preparation of fiscal operations reports and claims for federal and State financial aid programs; assure compliance with federal and State requirements.
12. Conduct special financial or statistical research or analytical studies to assist administration in the formulation of new policies and planning of new or revised programs.
13. Coordinate, and oversee accounting for assigned programs including the faculty banked overload program, Chancellor's office tax offset program (COTOP) for student loan assignments and other special projects or programs as assigned.
14. Perform related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Generally Accepted Accounting Principles and Auditing Standards.
2. Financial analysis and research procedures.
3. Applicable laws, codes, regulations, policies and procedures related to financial aid, accounting, investments and other assigned areas.
4. Investment terminology and analytical skills.
5. Budget preparation and control.
6. Oral and written communication skills.
7. Principles and practices of supervision and training.
8. Interpersonal skills using tact, patience and courtesy.
9. Modern office operation including use of a computer and assigned software.

Skills and Abilities to:

1. Prepare, control and monitor the District's financial records and analyzing revenue and expenditure budgets approved by the Governing Board.
2. Identify, evaluate and communicate economic information to District administrators.
3. Train, supervise and evaluate the performance of assigned personnel.
4. Prepare or oversee the preparation of comprehensive narrative and statistical reports.

5. Communicate effectively both orally and in writing.
6. Interpret, apply and explain rules, regulations, policies and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer and assigned office equipment.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Work independently with little direction.

Education and Experience:

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. Bachelor's degree in finance, accounting, business administration or related field.
3. Two years increasingly responsible experience in the preparation and maintenance of financial and accounting records and supervision of employees.

Working Conditions:

1. Typical office environment.

Date Approved: 9/06; revised 04/10; title change 06/10; 08/31/21 (duties update)

Salary Range: M 25

EEO-Category: 2B1 Executive/Administrative/Managerial