



Job Classification Description

**CONTROLLER, VTC
Non-Bargaining Unit**

**Grade 15
Exempt**

BASIC FUNCTION

To assist the College's chief administrative/financial officer in directing and coordinating all assigned administrative functions of the college and for several major programs which are accounted for by the college and require separate and complex fiscal management. To focus on central accounting system management, internal audit functions, financial reporting, and oversight of administrative support services.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer or oversee, coordinate, monitor, and evaluate the specific functions, systems and services of all assigned areas of responsibility for the college and its subsidiary programs, including operating policies, procedures and methods. Play a key role in developing and modifying systems/services in accordance with institutional needs and objectives, as well as government regulations and other external economic conditions.
- Supervise six to eight staff members. Plan and conduct training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and review work, resolve problems, and the like.
- Supervise daily accounting operations, including payables, receivables, collection, and payroll. Investigate and resolve a variety of problems that arise on a daily basis. Review and approve major or unusual transactions, key internal or external reports, and the like.
- Monitor all accounting functions regularly, as part of an on-going internal audit process to ensure adherence to established accounting procedures and principles. Coordinate and serve as a principal liaison in connection with year-end audits by VSC and external auditors.
- Supervise/carry out a full range of professional accounting tasks, such as account reconciliations, preparation of regular and special financial reports, including reports to various government and other external agencies and organizations, preparation of annual financial statements, various cash management functions, and the like.
- Perform a variety of tasks associated with the administration of grants and contracts.
- Plan and implement appropriate accounting and related business office records security and retention policies and operating procedures.

- Assist in the development and on-going administration of the College operating budget. Prepare regular and special budget reports.
- Plan for and implement various central purchasing and inventory control functions.
- Keep abreast of changes in tax regulations and other government requirements and guidelines, and modify/recommend modifications of College accounting policies/procedures/systems to ensure compliance.
- Confer regularly with the Dean of Administration and other College and VSC personnel to plan, coordinate and evaluate activities/systems/policies, exchange information, investigate and resolve problems, provide technical assistance on accounting/budget related matters, and the like. Serve on various College committees. Perform a variety of liaison functions with Chancellor's Office financial and personnel staff.
- Deal regularly with and represent the College to a variety of financial institutions, government agencies, external auditors, vendors, and others outside the College.

SUPERVISION RECEIVED

Direction is received from the Dean of Administration.

SUPERVISION EXERCISED

Administrative and functional supervision, direct and indirect, of six to eight employees.

MINIMUM QUALIFICATIONS

Bachelors degree in accounting, finance, business, or other appropriate discipline, with advanced degree desirable, plus 5 to 7 years of relevant technical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad and in-depth technical knowledge related to accounting, budgeting and auditing functions, with fund accounting experience in a non-profit organization desirable.
- Relevant experience in design, implementation and management of automated accounting systems.
- Strong planning, administrative, personnel and budget management skills.
- Strong analytical and problem-solving skills.
- Ability to deal effectively with and represent the College to a wide range of individuals/organizations within and outside of the College.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.

