

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

Position: Controller

Department: Administrative Services

College: District Office

Date: June, 2010

POSITION PURPOSE

Under the direction of the Director of Fiscal Services, assist the Director in preparing, controlling and monitoring the District's financial records and analyzing revenue and expenditure budgets approved by the Governing Board; identify, evaluate and communicate economic information to District administrators; train, supervise and evaluate the performance of assigned personnel.

NATURE and SCOPE

Direct supervision of District accounting and budgeting functions.

KEY DUTIES and RESPONSIBILITIES

1. Assist the Director in preparing, controlling and monitoring the District's financial records and analyzing 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.
3. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, discipline and terminate personnel according to established policies and procedures.
4. Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities and personnel; direct the preparation of mandated cost reports; provide statistical data to external auditors, federal and State agencies as appropriate; provide fiscal data and prepare financial reports for annual audits as directed; coordinate the compilation of data for filing claims on federal and State programs.
5. 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.
6. 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.
7. Communicate with administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
8. Monitor and control District investment funds.
9. Work with District auditor and conduct a variety of internal audits to maintain fiscally sound practices within the District.

10. Participate in the preparation of the annual preliminary budget as requested; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
11. 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.
12. Operate a computer and other office equipment as assigned.
13. Attend a variety of meetings as assigned.
14. Perform related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Knowledge:

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. Operation of a computer and assigned software.

Skills and Abilities:

1. Assist the Director in preparing, controlling and monitoring 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.
12. Plan and organize work.

Education and Experience:

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, 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
Salary Range: M 25
EEO-Category: 2B1