



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Assistant Controller
<b>POSITION NO.</b>	501018
<b>LOCATION</b>	Controller's Office; Knight Campus, Warwick
<b>REPORTS TO</b>	Controller
<b>GRADE</b>	BOE 16
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>DIRECTLY SUPERVISES:</b>	Bursar's Office and Accounting Staff
<b>REVISION DATE</b>	12/13/2023

---

**JOB SUMMARY:**

To be responsible to the Controller for the day-to-day oversight of the following functions:

- Management of the Bursar's Office staff at the four college campuses
- All Bursar receipts and disbursements
- Accounting systems, cashiering systems, and Bursar web services
- Bursar internal control policies and procedures
- Management of accounts receivables and collections
- Timely accounting, receivables, collections, and management reporting

**DUTIES AND RESPONSIBILITIES:**

- Supervise, organize, and ensure the billing, deposit, collection, disbursement and record maintenance of student tuition and fees, scholarships and awards, student agency funds, and workforce funds
- Train, develop, and mentor Bursar staff on office policies and procedures, leadership, technical skills, compliance knowledge, and industry best practices
- Offer financial solutions that maximize student registration and retention in accordance with a sound fiscal strategy
- Manage financial accounting and internal financial control systems, including maintaining a strong working knowledge of Banner student ERP and Touch net payment systems, implementing changes as necessary, and coordinating departmental and college system needs with appropriate IT staff
- Perform user maintenance and testing of all Bursar system functions including rate tables, tuition calculations, application of payments, refunding, holds processing, credit card and ACH processing, drop for nonpayment, and other related functions
- Manage and promote the College's internal payment plans for credit and noncredit students
- Ensure that the Bursar Office is in compliance with Federal and State audit guidelines and assist in the annual audits and internal audit reviews
- Reconcile and manage the College's accounts receivables including student AR, contracts, and third-party agreements
- Manage, coordinate, and evaluate collection agencies
- Prepare, as needed, weekly, monthly, quarterly and annual reports and analysis of accounts receivables, cash collections, disbursements and Bursar services
- Maintain 1098T information and prepare the annual 1098T file in compliance with IRS and industry standards
- Establish and maintain effective internal controls, policies and procedures over billing, collections, disbursements, and cash handling
- Protect personal and payment information in accordance with FERPA, PCI, and all Federal and State data security standards
- Develop and maintain strong relationships with third party funding agencies and act as the liaison between the College and these agencies, as well as participating students
- Initiate and maintain effective office procedures and effective communications with the College community including students, parents, faculty, staff, and the public
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college

- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences
- Other related duties as assigned

**LICENSES, TOOLS, AND EQUIPMENT:**

Must be proficient in the use of personal computers, calculators, mailing pressure sealers, and office telephone systems. Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

**Required:**

- Bachelor's degree in Accounting or Business Administration is required
- A minimum of seven years supervisory experience in (a) management of a complex accounting system, (b) public accounting, (c) large billing and collections office or similar a combination of (a), (b) and (c) including at least three years supervisory experience
- Working knowledge of a complex ERP system
- Excellent oral and written communications skills
- Strong interpersonal and team building skills
- High level analytical and organizational skills
- Proficiency in MS Office Excel and Word applications

**Preferred:**

- Master's Degree in Accounting or Business Administration
- CPA, CMA, CFE or other related professional certification
- Bursar experience at an institution of higher education
- Working knowledge of Banner Finance and Student Account Receivables systems
- Familiarity with the Financial Aid handbook, PCI council Standards, and FERPA regulations
- Proficiency in MS Office PowerPoint and Access applications

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.