



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

|                                   |                                       |
|-----------------------------------|---------------------------------------|
| <b>TITLE</b>                      | Associate Controller                  |
| <b>POSITION NO.</b>               | 502665                                |
| <b>LOCATION</b>                   | Warwick Campus                        |
| <b>REPORTS TO</b>                 | Controller                            |
| <b>GRADE</b>                      | BOE 17                                |
| <b>WORK SCHEDULE</b>              | Non-Standard: 35 hours per week       |
| <b>SUPERVISION</b>                | Accounting Staff and Clerical Support |
| <b>LIMITATION (if applicable)</b> | N/A                                   |
| <b>REVISION DATE</b>              | May 2022                              |

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**JOB SUMMARY:**

Responsible to support and oversee all accounting functions of the Controller's Office, with a concentration on daily banking, grants, compliance, fixed assets, agency, general ledger, and travel functions.

**DUTIES AND RESPONSIBILITIES:**

**Commitment to CCRIS Mission:**

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment
- Provide training to the many departments that supply information to the controller's office for processing

**Financial Reporting:**

- Preparation of the College's annual financial statements to include coordinating with the College's external auditors
- Provide timely financial management reports
- Supervise the preparation of analyses, interpretations, and presentations of contract grant/sponsored program financial data for Community College management and the Board of Education
- Responsible for all activities associated with contract, grant/sponsored program reporting to funding agencies

**Accounting Management:**

- Under the guidance of the controller, supervise financial accounting and internal financial control systems, the College travel system, grant/sponsored programs, including: maintaining a strong working knowledge of Ellucian Banner financial and grant module systems, implementing changes as necessary, and coordinating departmental and college system needs with appropriate IT staff
- Coordination of financial and administrative functions between the College and external reporting agencies, state, and federal agencies
- Conduct daily banking transactions for College funds
- Assist with the closing of accounting periods
- Coordinate with the College's external, Federal, and State auditors
- Oversee fixed asset accounting for all College property and the preparation of year end schedules
- Oversee agency accounting
- Manage college travel system and provide support for staff
- Coordinate the indirect cost rate negotiation

**Compliance:**

- Maintain current knowledge of financial methodologies, technologies, and regulatory environment necessary to support financial operations including research of federal and state laws and regulations
- Ensure that the institution is complaint with federal and state laws and regulations, audit guidelines, and the Uniform Administrative Requirements

- Work with state and federal agencies as needed to ensure compliance with state and federal policies and procedures
- Develop and monitor accounting policies and procedures that support internal controls, contract and grant programs
- Revise and edit fiscal policies, as necessary, to conform with state and federal regulations
- Ensure that grant and contract billings and collections are accomplished according to college policy
- Review internal matches/cost sharing for appropriateness with regulations such as the Uniform Administrative Requirements
- Review College Financial contracts and grant awards as needed

**Staff Supervision:**

- Supervise and monitor the performance of personnel assigned
- Supervise and evaluate contract and grant/sponsored program employees to ensure effective and timely completion of their responsibilities in compliance with applicable guidelines

**Departmental Support:**

- Oversee the preparation accounting entries and other schedules for the College's auxiliary operations and Foundation, as needed
- Provide assistance to CCRI Purchasing with contract compliance reviews as needed
- Coordinate College efforts with the state
- Controller's Office liaison with grant program directors and agency staff to ensure compliance
- Chair the Grants Committee meetings to include preparing agenda, providing educational trainings
- Work collaboratively with others in a diverse and inclusive environment
- Participate in departmental and cross-functional terms and special projects
- Other related duties as assigned

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in Accounting or Business Administration
- A minimum of seven years accounting experience, to include contract and grant/sponsored program experience, in (a) management of a complex accounting system, (b) public accounting, or (c) a combination of (a) and (b) including at least three years of supervisory experience
- Working knowledge of a complex ERP system
- Working knowledge of the Uniform Administrative Requirements
- Ability to perform legal research and contract review
- 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 QUALIFICATIONS:**

- Master's degree in Accounting, Public Administration, Finance, or other related field
- Experience at an institution of higher education
- Working knowledge of Banner Finance and Human Resources systems
- Familiarity with the Governmental Accounting Standards Board (GSAB) pronouncements

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