



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Controller
POSITION NO.	501529
LOCATION	Warwick
REPORTS TO	VP Administration and Finance
GRADE	BOE 18
WORK SCHEDULE	Non-standard, 35 hours per week
SUPERVISES	Professional and Clerical Staff
REVISION DATE	April 2018

JOB SUMMARY:

To serve as the chief accounting officer for the college; manage the controller's office overseeing General and Grant Accounting, Bursar and Student Receivables, and Payroll functions. To plan, develop and manage the Community College's systems for accounting and administrative financial controls in accordance with State and College policy and procedures, generally accepted accounting Practices, and industry best practices

DUTIES AND RESPONSIBILITIES:

- To serve as the chief accounting officer for the college supervising the departments of general and grant accounting, bursar and student receivables – including Pell disbursements and reimbursements, payroll and financial reporting.
- Provide direct supervision to key departmental staff; provide leadership to assure best-practices performance in all areas of the college's financial functions.
- Prepare college financial statements in accordance with applicable GASB principles. Plan and coordinate activities related to the completion of the college's annual audited financial statements and compliance audits.
- Serve as College's liaison with state controller, state auditor general, the office of postsecondary education and external auditors on all accounting and compliance issues.
- Review contracts for the institution and make recommendations to the College's Chief Financial Officer and/or President.
- Develop and maintain an effective cash management program to ensure the short-term investment of college funds in accordance with prudent investment policies.
- Facilitate college compliance with all banking and regulatory compliance standards such as PCI and NACHA.
- Develop, maintain and monitor sound systems of financial internal controls for all college processes, policies and procedures to ensure the protection of College assets.
- Evaluate and coordinate financial and payroll administrative system tools to effectively meet the accounting and internal control needs of the institution.
- Assist and advise the CCRI Foundation as needed
- Work collaboratively with others in a diverse and inclusive environment; work collaboratively with all departments in Business and Finance as well as all other college divisions.
- Responsible for Travel, Student Club and Athletic reimbursements
- Responsible for issuance and compliant usage of college credit cards
- Conduct financial fraud investigations as needed
- Responsible for fixed asset inventory records and reconciliation to the general ledger
- Facilitate administrative system upgrades, patches and new technology as needed for software impacting all student, financial and payroll systems.
- Responsible for recommending policy changes to college administration.
- Responsible for the accounting and billing for all sponsored programs and grants.
- Prepare, analyze, interpret and present periodic financial statements or analyses for administrative management and/or review by governing boards.
- Perform internal reviews of financial operations within the College.
- Provide relevant data for and participate in short and long range financial decisions and planning.
- Participate in special projects as assigned including college representation on internal and external committees.

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

LICENSES, TOOLS, AND EQUIPMENT:

Working knowledge of various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's or Master's degree in Business Administration, Accounting or Public Administration
- CPA and/or CMA certification
- At least five years of progressive financial management and supervisory experience in government, education or public accounting
- Excellent communication, writing, presentation, and interpersonal skills
- Thorough working knowledge of Microsoft personal computer applications
- Working knowledge of Governmental Accounting Standards Board (GASB)
- Working knowledge of PCI compliance and banking regulations such as NACHA
- Working knowledge of payroll and other tax issues
- Experience immersed in Banner/Ellucian systems or comparable administrative system
- Must be highly organized, have the ability to work on or lead multiple projects simultaneously, and must be able to work independently exercising good judgement.
- A desire and demonstrated ability to productively lead, manage, and guide a team to deliver service excellence to institutional stakeholders.
- The ability to maintain effective, collaborative working relationships with internal and external colleagues and constituents.
- The ability to develop, carry out, explain, and interpret policy.

PREFERRED QUALIFICATIONS:

- Master's degree in Business Administration, Finance or Taxation preferred.

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