CLASS TITLE: ASSISTANT CONTROLLER

BASIC FUNCTION:

Under the direction of the Controller, plan, organize, control and direct accounting operations, activities and financial record-keeping and reporting functions for the College District; coordinate and direct personnel, communications and fiscal record-keeping functions to meet College accounting needs and assure smooth and efficient fiscal activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct accounting operations, activities and financial record-keeping and reporting functions for the College District; assist in directing the day-to-day activities of the Accounting Department; assist in establishing and maintaining fiscal time lines and priorities for the College; assist in assuring related activities comply with established standards, requirements, internal controls, laws, codes, regulations, policies and procedures.

Direct and participate in the development, preparation, review, analysis, maintenance and adjustment of College District budgets, funds and accounts; assure accurate accounting of funds including income and expenditures; assure proper reconciliation of accounts such as accounts payable, accounts receivable, general ledger and cash accounts.

Coordinate and direct personnel, communications and fiscal record-keeping functions to meet College accounting needs and assure smooth and efficient fiscal activities; collaborate with administrators, staff and outside organizations to assure accurate and timely accounting and reporting of College District funds.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; coordinate and conduct staff training activities.

Plan, organize, control and direct the calculation, posting, auditing and adjustment of journal entries; direct and participate in the monitoring, evaluation, balancing and reconciliation of various accounts, funds and budgets; initiate budget and fund transfers and adjustments as appropriate; audit accounts for errors and make appropriate adjustments as needed.

Direct and participate in the preparation and maintenance of various financial and statistical reports, statements and records related to College District budgets, funds, accounts, income, expenditures and assigned activities; review, audit and analyze fiscal statements, receipts, disbursements, transfers records and reports to assure accuracy, completeness and compliance with Generally Accepted
Accounting Principles; prepare College, State and other mandated fiscal statements and reports.
Assist various departments and administrators with the preparation and development of College budgets; analyze and review related budgetary and financial data; prepare revenue and expenditure projections; identify, analyze and provide technical recommendations concerning potential cash flow issues and problems; monitor expenditures to assure compliance with established limitations.

Direct the input of a variety of fiscal data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate computerized accounting reports; assure accuracy of input and output data; assist with the design, development and implementation of automated fiscal systems; direct the preparation of system documents and procedures.

Monitor and evaluate Accounting operations, systems and activities for financial effectiveness and operational efficiency; participate in the planning, development and implementation of policies, procedures, systems and programs to enhance the financial effectiveness and operational efficiency of Accounting operations and activities.

Provide consultation to administrators, personnel, outside agencies and others concerning fiscal operations and activities; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related accounts, funds, budgets, transactions, records, standards, principles, laws, codes, regulations, policies and procedures.

Provide technical information and assistance to the Controller concerning fiscal and budgetary activities, needs and issues; assist in the formulation and development of policies, procedures and programs; participate in the development and implementation of fiscal goals and objectives.

Assist in the development and preparation of the annual preliminary Accounting Budget; analyze and review related budgetary and financial data; control and authorize expenditures in accordance with established limitations; receive, evaluate and provide recommendations concerning budget requests.

Maintain current knowledge of State and federal laws, codes, rules, regulations and pending legislature related to accounting and budgetary functions; assist in modifying programs and procedures to assure compliance with established requirements as necessary.

Communicate with administrators, personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; prepare and deliver oral presentations concerning fiscal operations, activities, needs and issues.

Coordinate and conduct audits and assist outside auditors as directed.

Direct Cashier Office operations and related student finance and general ledger system transactions.

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OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of accounting operations, activities and financial record-keeping and reporting functions.
Accounting, budget and business functions of a college district.
Theory and application of budgetary planning and control in a college system.
Generally accepted accounting and auditing principles, practices and procedures.
Preparation, analysis, review and control of College accounts and budgets.
Applicable laws, codes, regulations policies and procedures.
Financial and statistical record-keeping techniques.
Financial analysis and projection techniques.
Preparation of financial statements and comprehensive accounting reports.
Policies and objectives of assigned programs and activities.
Principles and practices of administration, supervision and training.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Plan, organize, control and direct accounting operations, activities and financial record-keeping and reporting functions for the College District.
Coordinate and direct personnel, communications and fiscal record-keeping functions to meet College accounting needs and assure smooth and efficient fiscal activities.
Supervise and evaluate the performance of assigned personnel.
Direct and participate in the development, preparation, review, analysis, maintenance and adjustment of College District budgets, funds and accounts.
Assure accurate accounting of funds including income and expenditures.
Provide technical assistance and expertise regarding fiscal and budgetary operations and activities.
Monitor, evaluate, balance and reconcile various accounts, funds and budgets.
Evaluate financial and budgetary data and prepare reports, forecasts and recommendations.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Direct and participate in the preparation and maintenance of various financial and statistical records and comprehensive accounting reports.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in accounting or related field and six years increasingly responsible accounting experience involving the review, analysis, maintenance and adjustment of a variety of budgets, funds and accounts including two years in an administrative capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.