

Seward County Community College
Structured Compensation - Job Description
Controller

Data Year: 2017

Prepared On: 11/14/2017

Department:	None	Grade:	15
Reports To:	VP of Finance and Operations	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:		Effective Date:	01/01/2010
		Revised Date:	04/13/2017

Role:

Directs accounting, payroll, cashiering and related functions. Implements and monitors policies and procedures relating to the various accounting functions and provides financial information to the administration team.

Essential Functions & Responsibilities:

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|---|-----|--|
| E | 30% | Prepares projections, financial statements and investment analysis monthly. Presents projection, financial statements, and investment analysis to audit/finance and investment committees. Determines proper accrual and deferral entries. Analyzes specific and general expenditure patterns for effectiveness and efficiency. Reads accounting and auditing pronouncements to keep abreast of new issues. Plans and implements technology enhancements relative to the accounting function. Maintains fixed asset accounting system. |
| E | 20% | Supervises accounting workflow and generates the goals and assignments for staff employed by the department. Attends training sessions required by the employer and may be tested related to the training to adequately perform the major duties of the position. |
| E | 15% | Develops, implements, and monitors accounting and financial policy and procedures, including formal policy/procedure manual(s), and web-based communications. Advises other departments and individuals across campus on various issues, including, but not limited to accounting, budget and policy interpretation. Meets with or consults with various college committees and groups such as budget, scholarship review, advisement and registration, planned giving, etc. Assists in budget preparations. |
| E | 10% | Responsible for the review and authorization of purchase requisitions and check requests for appropriate general ledger account number and proper expenditure. Reviews and approves payroll edits, cash receipts and journal entries. Provides accurate reporting to various federal and other agencies. |
| E | 10% | Prepares audit work papers and supervises external audit. Corresponds with account professionals regarding relevant issues. Provides back up for Vice President for Administration and Finance. |
| E | 10% | Prepares Perkins portion of FISAP. Reviews grant proposals and university contracts. Reviews and signs computer checks over \$2,000 and all manual checks. Supervises cash function at satellite offices. |
| N | 5% | Performs other job related duties as assigned. |

Performance Measurements:

1. To promote honesty, integrity, and a highly ethical perspective.

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2. To provide College decision-makers and leadership with accurate, timely, and relevant financial information.
3. To maintain systems that efficiently serve the business process needs of the campus while maintaining compliance with applicable accounting standards.
4. To serve as a critical thinker who works effectively with campus constituencies for productive solutions to accounting and purchasing issues.
5. To take five consecutive days of vacation (or other paid time off) each year, while the college is open, having no contact of any kind with subordinate employees, to ensure the integrity of financial operations.
6. To ensure performance reviews completed within 2 weeks of due date.
7. To note observations of employee performance into appropriate reporting tool, as well as, give to and receive feedback from employee on the same no later than XX working days following each quarter.

Knowledge and Skills:

Experience	Five years to ten years of similar or related experience.
Education	A Master's degree or a specialized certification program taking one year or more of coursework beyond a Bachelor's degree.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	One year of fund accounting or some exposure is needed; two years preferred. Computer proficiency in word processing and database software is required (MS Office preferred). Computer acumen and general familiarity with network applications and accounting software is strongly desired. Excellent written, oral and interpersonal communication skills are necessary. Additional evening and/or weekend hours may be requested.
Physical Requirements	
Work Environment	

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

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This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature