

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Controller
Unit: Management

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Job Code: C3442
Original Date: 07/1989
Last Revision: 04/1997
Staff Type: Classified
FLSA status: Exempt
Salary Range: 20

DEFINITION

Under the direction of the Vice Chancellor of Business Services, control, administer, coordinate, develop and implement a financial management program to provide accountability for District-wide accounting, budgetary and loss control functions; direct and supervise difficult accounting work in connection with District-wide budget, revenue and expenditure accounting.

EXAMPLE OF DUTIES

1. Direct, administer, manage, instruct and evaluate the work and personnel of the functional units of Business Services which oversee management and integrity of all financial resources of the District, such as General Accounting, Special Funds Accounting, Accounts Payable, Grants & Contracts, Risk Management, Budget and Special Projects.
2. Direct the preparation of the District's annual budget and financial audits for all District funds; develop the responses to audit management letter comments. Serve as an active member of the District-wide Budget Development Committee, Risk Management Committee, Management Services Committee; Apple Administration Committee, ABSO Advisory Board, BiTech IFAS Systems Committee and other committees as required; communicate committee actions and decisions to staff.
3. Maintain proper accounting controls over all District revenue and expenditures including payroll; assuring recording in accordance with appropriate regulations and including the maintenance of a system of internal controls which identify problems of balancing of budgets and accounting records as prescribed by District authorizations.
4. Direct the preparation of periodic reports for the Board; attend Board meetings as required; supervise the preparation of special financial or statistical research or analytical studies to assist the administration or Board in the formulation of new policies in planning of new or revised programs.
5. Develop new financial procedures and assist in the development of District financial policy.
6. Develop, coordinate and approve financial computing system framework and modification.
7. Direct the preparation of Requests for Proposals (RFP); negotiate banking relationships, Armor Car contracts and Audit contracts; participate in the development and review of District financing agreements for Certificates of Participation, Tax Revenue Anticipation Notes and other agreements; assist in projecting District cash flow.
8. Direct the appropriate handling of unusual financial problems or deviations from policy; consult with other District college administrators, staff and outside agencies.
9. Assure the timely preparation, maintenance and distribution of reports, records and questionnaires as required by federal, State, local and District regulations.
10. Organize and meet with staff to plan, develop and implement effective programs/support services in assigned areas of responsibilities.
11. Direct the preparation of claims to be filed for student financial aid, non-resident tuition, Capital Projects, Mandated Cost, Certificates of Participation, and grants and contracts.

12. Consult with individual colleges and other governmental agencies and attorneys; coordinate, review and process non-personnel contracts for the District, such as grants, facility development, equipment, and inter-district contracts.
13. In the absence of the Vice Chancellor, Business Services participate in Chancellor's Cabinet or other meetings to advise and communicate District-wide accounting and/or budgetary issues. Signature responsibility for all District financial reports in the absence of the Vice Chancellor.
14. Provide direction for the accounting related to the fixed asset inventory program and other new or revised District program with fiscal impact.
15. Perform other related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Principles, practices, policies and procedures used in professional accounting and auditing work, particularly pertaining to financial analysis and research procedures.
- Laws, regulations and policies governing the fiscal requirements of various State and federal agencies.
- Business and contract law.
- Principles and techniques of management organization, training and supervision.
- Modern office and record-keeping techniques.
- State federal and local law and policies related to finance.
- District organization, operations, policies, and objectives.
- Correct English usage and report writing techniques.
- Oral and written communications skills.
- Technical aspects of field of specialty.

Skills and Abilities:

- Administer and manage effectively the District's accounting program and personnel.
- Supervise and perform professional accounting, statistical and auditing work involving the establishment, maintenance and interpretation of inter-related financial policies and procedures.
- Develop, interpret, apply and explain District rules, policies and procedures.
- Prepare clear, accurate and timely financial reports.
- Analyze data, draw sound conclusions and establish effective financial controls.
- Communicate effectively both orally and in writing.
- Establish and maintain effective and cooperative working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.

Training and Experience:

- Any combination of training and experience equivalent to: Bachelor's degree from an accredited college or university with a major in accounting, finance, business or public administration or related business field and five years of increasingly responsible, directly-related experience in accounting or closely-related functions, including at least three years in a progressively higher-level supervisory capacity, preferably in an educational or other public agency.

License:

- Valid California driver's license. CPA desirable but not required.

WORKING CONDITIONS

Physical Requirements:
Category III

Environment:
Favorable, usually involves an office.