

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

CONTROLLER

CMS Salary Range 35

BASIC FUNCTION:

Under the direction of the Executive Director of Business Services/Chief Business Official/Disbursing Officer supports the local community and District mission by providing leadership, direction and expertise in fiscal services; assists in the development of the college budget; oversees a variety of complex professional accounting and budgeting functions; and assists with the development of accounting and budgeting policies and procedures. These duties require strategic planning skills, visionary leadership, a comprehensive knowledge of industry trends, advanced technology applications, and the ability to work collaboratively with diverse audiences throughout the campus community. This position assists in maintaining the fiscal independent status of the District. The Controller supervises the fiscal services manager, accounting staff and bursar's office and is responsible for assisting in the creation and implementation of departmental policies, procedures and standards.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Assists the Executive Director of Business Services in the development of new policies, and revisions to existing policies used in fiscal services, accounting, budgeting and financial reporting. (E)
- Supervise and coordinates the daily operation of the college's accounting and budgeting departments. (E)
- Assists in the development and monitoring of the tentative and adopted budgets for all college funds. (E)
- Provides college-wide fiscal information for program review process. (E)
- Provides fiscal information to various campus committees. (E)
- Performs professional level accounting duties and serves as the District's primary advisor on technical and complex accounting issues; analyzes, evaluates and makes recommendations concerning sources and amounts of revenue, expenditures and the District's financial position. Serves as consultant to a variety of District personnel on fiscal and accounting matters. (E)
- Reviews reconciliations of Treasury banking accounts. Serves as primary Banking Liaison for all District banking needs. Reviews existing banking services and makes recommendations for changes or additions of new services. (E)
- Serves as the designated District Disbursing Officer in the absence of the Executive Director of Business Services (E)
- Develops financial projections, including projections for potential salary and/or benefit changes. (E)
- Provides oversight regarding the examination, reconciliation and adjustment of accounting records and the annual closing of the books. Assists with independent auditor for District, Foundation and GO Bond audits and helps to coordinate responses to the annual audit report of findings, comments and recommendations, when necessary. (E)
- Assists staff in developing solutions to technical problems and with accounting procedural questions; reviews staff work for accuracy and compliance with District policies. Plans, organizes, and coordinates staff assignments for maximum effectiveness and productivity. Provides technical assistance and responds to inquiries of District staff regarding various fiscal matters. Determines, recommends, and implements appropriate changes and improvements in existing accounting systems and procedures. (E)
- Assists in the development of the area program review and assists in leading the accreditation standards update regarding fiscal resources (E)
- Initiates preparation of actuarial studies for OPEB (Other Post Retirement Benefits), as needed. Ensures District budget includes funding for annual contributions towards total liability as well as "pay as you go" payments for H&W Retiree health benefit reimbursements. (E)
- Oversees the maintenance of chart of accounts for all funds in accordance with the Budget and Accounting Manual.
- Oversees the development of budgets for new and existing grants based on goals and objections including the preparation of cost analysis for projects and sets up budget accordingly. (E)
- Coordinates the implementation of large-scale analysis and reporting in compliance with State and Federal mandates, including conversion entries for GASB 35, GASB 62, GASB 68, etc.
- Manages year-end processes by reviewing and instructing staff to make adjusting entries for all district funds, reviewing and closing encumbrances, reconciling revenue streams and recommending year end closure. (E)

- Oversees the District-wide training for accounting and budget policies, processes and procedures. (E)
- Supervises and evaluates the performance of staff in accordance with District guidelines and collective bargaining agreement; provides technical direction and guidance; selects and trains personnel; makes transfer, promotion and salary recommendations. (E)
- Attends a variety of campus meetings as assigned; participates on District committees, as assigned. (E)
- Reviews and prepares analysis on a variety of financial statements, records and reports for distribution to County, State and Federal agencies and offices, prior to approval by the District Board of Trustees. (E)
- Reviews and oversees successfully meeting deadlines of various financial reports; such as the IPEDS and District CCFS 311 Annual, CCFS 320 Reports, Equity in Athletics Report (EADA) and various Monthly & Quarterly financial reports. (E)
- Confers with other agencies regarding the interpretation and application of laws, policies, and regulations as necessary. (E)
- Resolves complaints involving accounting and budgeting matters. (E)
- Performs other duties as assigned by the Executive Director of Business Services/Chief Business Official (E)

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited institution in accounting, finance, business, public administration or related field AND five years of responsible fiscal management experience proving knowledge in a wide variety of accounting and budgeting functions.

DESIRABLE QUALIFICATIONS:

Prior fiscal management leadership experience in an academic environment preferred. MBA and/or CPA preferred.

KNOWLEDGE OF:

- Laws, rules, regulations, and procedures affecting accounting for receipts and disbursements.
- California Community Colleges Budget and Accounting Manual.
- Governmental accounting and auditing procedures, including Governmental Accounting Standards Board pronouncements impacting California community colleges.
- Operation of financial accounting systems and the input and securing of information and data.
- Procedures, operations, and policies of a community college district.
- Principles of supervision, evaluation, and training.
- Effective organizational and negotiating skills applicable to job duties.

ABILITY TO:

- Plan and schedule fiscal activities for greatest efficiency and service.
- Analyze data and draw sound conclusions.
- Plan and supervise the work of others and work cooperatively with others.
- Prepare and maintain accurate, concise and complete records and reports.
- Train, supervise and evaluate personnel in methods and procedures of assigned functions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Lead and motivate staff.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides direction and supervision to the Fiscal Services Manager, Accounting staff and Bursar's office.

CONTACTS: Co-workers, administrators, students, vendors, other agency constituents, and the general public.

WORKING CONDITIONS:
Normal office environment.