



## JOB DESCRIPTION

<b>JOB TITLE:</b> Comptroller/CFO	<b>FLSA:</b> Exempt
<b>Department:</b> Business Office	<b>Date Revised:</b> 5/16/2018
<b>Security Sensitive:</b> Yes	<b>Grade:</b> D 64
<b>Reports To:</b> President	

### Job Summary

The Comptroller is the chief financial officer of the College and reports directly to the President. The Comptroller administers and oversees the management of the College's financial operations including, but not limited to, accounting, the annual budget, purchasing, accounts payable, accounts receivable, inventory control, contracts, and other business services. In addition to being responsible for the day-to-day financial operations of the College, the Comptroller is responsible for providing internal control support for the College, creating appropriate business procedures and monitoring their compliance. Provides direction, coordination, planning and evaluation of all activities for the Business Office.

### Essential Functions

- Exercises leadership for and management of assigned departments and for the professional development of assigned personnel;
- Establishes and maintains systems and procedures for the collection, receipt, safe keeping, deposit, disbursement, and investment of funds;
- Manages the cash flow for the College to insure timely payment of obligations, collection of receivables, and investment of surplus funds;
- Leads in the planning for and the preparation of the annual budget;
- Establishes and maintains systems of fiscal control for all budgets and auxiliary enterprises;
- Develops and prepares all monthly, quarterly, year-end and special purpose financial statements;
- Leads in the preparation of special accounting reports and account analysis;
- Develops and prepares all required accounting and financial reports, as needed, in compliance local, state, and federal requirements;
- Develops and prepares all required accounting and financial reports to ensure the accurate and timely reporting of financial information required by external agencies, including but not limited to, institutional grants, student financial aid, private scholarships and loans;
- Leads in the preparation of procedures to ensure effectiveness, accuracy and timeliness of College accounting and internal control functions in accordance with generally accepted accounting practices;
- Ensures timely reconciliation of all accounts to bank statements;
- Develops and prepares the annual audit;
- Reviews journal entries, college balance sheets and other accounting reports; research and correct out-of-balance funds and inter-fund adjustments;

- Ensures timely and accurate production and recording of all checks, billing to internal and external entities, processing of service center charges, accounts receivable and entering of all data to the computerized financial system;
- Ensures timely financial reports for internal and external entities and responds to financial inquiries and requests;
- Serves as the primary investment officer;
- Responsible for the preparation and issuance of the quarterly investment reports;
- Develops, implements, and administers security procedures for the control of the check stock;
- Reviews and monitors for compliance and continual improvement to the program to identify, tag, and account for College fixed assets, low value property, and inventoried items; develops and maintains systems for depreciation of College assets;
- Oversees the operation and continued improvement of the procurement (purchasing) system required to identify, select, and acquire all materials and services for the College; monitors the open purchase order system, including the approval of all purchase orders; monitors the effectiveness of and compliance with internal controls over receiving operations;
- Oversee and administer the accounts payable records retention system to ensure all documentation and appropriate approvals are obtained and audit requirements are met;
- Development and implements a process to collect tuition and fees, workforce development registration payments, third party billings, records maintenance and audit of student contact hours; establishes and maintains, in coordination with other directors, the effective management of interfaces (RIM, AID, PAY) to the AR subsystem and the general ledger;
- Conducts the annual evaluation of all employees under his/her supervision within the announced deadlines, and performs special evaluations as necessary;
- Continuously examines cost performance of cost centers and advises the President and the Vice Presidents of ways to improve the quality, efficiency and effectiveness of financial operations;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Develop and maintain up-to-date procedures manuals covering all functions of the Business Office;
- Conducts a program of cross-training for all Business Office employees;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Work on institutional standing or ad hoc committees, as assigned;
- Serve as a member of the College's Emergency Management Team;
- Remain current in accounting and fiscal procedures and practices through a program of professional development; and,
- Perform other duties, as assigned, by the President.

### **Minimum Education, Skills and Abilities**

- Bachelor's degree in business, accounting, finance, or a closely related field is required. Academic preparation must include significant course work in accounting. (Master's degree or MBA preferred; CPA is an absolute plus; three years of fund accounting experience in a college or governmental environment and five years of overall experience and responsibility for a computerized accounting systems is preferred; or an equivalent combination of education and experience);
- Advanced knowledge of generally accepted accounting principles, fund accounting principles, State of Texas statutory compliance accounting requirements, and Federal Single Audit Program reporting requirements; advanced knowledge of purchasing regulations mandated for use by public institutions;

- Ability to communicate effectively both orally and in writing; ability to exercise substantial independent judgment and work with limited supervision;
- Proficiency with a personal computer and related software packages and skilled in the use of automated accounting systems.

**Work Environment**

- Work primarily, but not exclusively, in a climate controlled environment with minimal safety/health hazard potential or work hazards.
- The position requires average agility, good vision, and hearing.
- Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds.
- Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

**Special Requirements**

- Ability to work evenings during registration or as required;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date