

Controller
District Office
Kern Community College District
JOB DESCRIPTION

Definition

Under administrative direction of the Chief Financial Officer, the Controller is responsible for the following major areas: overseeing the computerized accounting systems and procedures, directing the District and grant accounting staff, schedules annual financial reporting cycles, preparing and monitoring internal financial statements, coordinating with external auditors for the District-wide audits, reporting fiscal results to the appropriate state and other agencies, and related work as required.

Examples of Duties

1. Plan, organize, and direct the accounting and grant reporting functions District-wide.
2. Monitor and exercise supervision of all accounting and grant reporting office functions: develop and maintain annual budget for accounting and purchasing services; audit invoices and the preparation of commercial warrants; collect accounts receivable; and deposit funds with the County Treasurer and various banking institutions. Direct, monitor, and assist in reconciliation of all bank, bond and investment accounts.
3. Supervise development of grant and compliance requirements and assist in developing systems and procedures compliant with federal, state, and local bidding limits and legal requirements for contracts and grants. Direct and oversee production and annual update of District grant manuals.
4. Process all reports to federal and state agencies, including accounts for specially-funded programs, and grants and file all required reports and claims for cash advance, drawdowns, and final reimbursement.
5. Coordinate the development of new and revised applications and systems that affect all the financial operations of the District.
6. Direct and oversee the maintenance of the District's Chart of Accounts to ensure compliance with reporting requirements.
7. Direct the preparation of monthly, quarterly, and annual financial statements and provide information regarding the status of financial accounts.
8. Coordinate Districtwide preparation for external audits and implementing audit recommendations.

Examples of Duties continued:

9. Provide training and assistance to the campuses in the development and maintenance of accounting/grant records.
10. Analyzing data and interpreting laws, rules, and other regulations relating to business activities.
11. Select, supervise, train, and evaluate accounting and grant reporting department employees District-wide.
12. Participate and direct the development, interpretation, and application of District policies and procedures for controls, grants, purchasing, and other financial operations of the District.
13. Maintaining proficiency in Educational Code provisions, Public Contract Code, and other state and federal regulations pertaining to business services activities.
14. Participate in or chair various committees related to the District's finances, as assigned.
15. Assume additional administrative responsibilities as appropriate to the position. As needed, may act in the capacity of the Chief Financial Officer.
16. Respond to inquiries from federal, state, or local agencies related to all fiscal operations.
17. Promote a work culture that values diversity and demonstrates the delivery of exemplary customer service, innovation, and quality services to employees and the community.
18. Establish and maintain strong, cooperative, and effective working relationships with faculty, staff, students, and community partnerships.
19. Perform related duties as required.

Qualifications

Minimum Qualifications:

- A bachelor's degree from an accredited college or university with major course work in accounting, business, or finance.
- Three years' experience with increasingly responsible leadership positions involving accounting, finance, and computer applications.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desirable Qualifications:

- Master's Degree, preferably with major coursework in accounting, business, or finance.
- Certified Public Accountant (C.P.A.) or Certified Managerial Accountant (C.M.A.).
- Five years' experience in responsible leadership positions, preferably in a public institutional financial setting.

Knowledge and Abilities

Knowledge of:

- Pertinent State and Federal laws, codes, statutes, and regulations.
- Mission, procedures, and operations of California Community Colleges.
- Principles and practices of supervision, training, and evaluation.
- Governmental accounting and budgeting procedures with emphasis on California Community Colleges.
- Broad understanding of business systems, practices, and procedures.
- Financing practices and procedures.
- Interpersonal skills, using tact, patience, and courtesy.
- Information technology systems and related applications.

Ability to:

- Demonstrate leadership abilities.
- Envision and effectively organize and supervise the day-to-day operations of assigned area. Develop, implement, and access area goals and outcomes.
- Analyze financial data and formulate appropriate policy and strategy.
- Interpret laws, rules, and regulations affecting community colleges.
- Compile and deliver accurate and clear reports to management.
- Establish and maintain successful professional working relationships with others.
- Effectively communicate technical information to lay persons.
- Communicate clearly and concisely, both orally and in writing.
- Represent the District in a professional manner.

- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Establish and maintain collaborative effective working relationships with those contacted in the course of work.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

11/30/2023