



JOB DESCRIPTION

JOB TITLE: Comptroller/CF	

- € 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 int0.009 Tw (ct)Tj 0 6oeyes;1EMC /LBody <<g ni
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€ Ability to communicate effectively both orally and in writing; ability to exercise substantial independent judgment an
