Foothill-De Anza Community College District

Controller

Department: Business Services
College: Central Services
Date: September 1999

POSITION PURPOSE

Reporting to the Vice Chancellor of Business Services, leads, directs and oversees financial/accounting functions of the district. Serves as the principle liaison between the central accounting, payroll services functions and the colleges. Establishes and maintains accounting and payroll policies and procedures; develops and presents to the Vice Chancellor, Chancellor and Board both current and long-range fiscal conditions and options to improve the district's financial position; manages the accounting and payroll staff; and develops and presents fiscal and business strategies.

NATURE and SCOPE

The Controller supervises accounting, accounts payable and payroll staff.

This position is responsible for business-related transactions for the district and insures that the transactions and records meet accounting standards, regulations, laws and policies of governing agencies.

KEY DUTIES AND RESPONSIBILITIES

1. Direct, supervise and evaluate accounting, accounts payable and payroll staff while establishing and maintaining a climate that encourages the development and retention of competent staff, high-level morale, and achievement of district goals.

2. Analyze fiscal performance and integrity for all funds and develop accounting, business and fiscal strategies based on the outcome of analyses.

3. With the Vice Chancellor, review the business and financial operations and condition of district enterprise activities, including bookstores, food services, and the flint center.

4. Generate a series of standard and ad-hoc financial reports to measure business performance.

5. Develop and refine policies and procedures that impact accounting and payroll services, and disseminate changes to accounting policies and procedures.

6. Coordinate Business Services activities to assist the annual audit and direct related tasks for both the calendar and fiscal year-end close.

7. Authorize payments to vendors and contractors and sign contracts in the absence of the Vice-Chancellor of Business Services.

8. Act as the Chief Disbursing Officer of the district and be responsible for the accuracy and appropriateness of all cash outlays of the district.

9. Implement the investment policies of the district and report to the Board the status of investments as required by law.

10. Coordinate the issuance of debt and lease instruments, such as certificates of participation, general obligation bonds and revenue bonds.
11. Review and implement all required accounting standards such as might be imposed by GASB or the State Chancellor's Office.

12. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.

13. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

14. Other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Applicable sections of State Education Code and Government Code and items outlined in the State Chancellor's Budget and Accounting Manual, including titles such as that impact the business aspects of education.
2. Principle of accounting, payroll, budget and audit, including current accounting principles in a governmental educational setting and items outlined in the State Chancellor's Budget and Accounting Manual as well as GASB, FASB and other applicable accounting standards boards or agency.
5. Computerized accounting systems.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including presentation skills.
3. Ability to make presentations before large and small groups.
4. Ability to achieve results through others.
5. Reasoning and problem solving skills.
6. Develop and implement strategic planning processes.
7. Interpret and apply rules, regulations, policies and procedures.
8. Handle difficult and sensitive issues and problems and resolve conflicts.
9. Leadership/Management/Supervisory skills.
10. Organizational/Time Management/Problem Solving skills.

Education and Experience:

1. Bachelor's degree in Business Administration with a concentration in accounting or related field.
2. 3 years experience in managing accounting and payroll functions with experience in a large and diverse higher education business entity and experience in developing budgets and related strategies
3. Advanced degree in Business Administration and/or Certified Public Accountant is preferred.

Working Condition

Typical office environment

DATE APPROVED: November 1999
RANGE: K
EEG-CATEGORY: H-10