

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

**CLASSIFICATION: CLASSIFIED
SUPERVISORY/ MANAGEMENT**

CLASS TITLE: CONTROLLER

SALARY TABLE: 30

SALARY RANGE: 160

BASIC FUNCTION:

Under the direction of the Vice President-Business Services, plan, organize, control and direct the operations and activities of the Accounting Department including the preparation, development, monitoring, review, analysis, maintenance and adjustment of College District funds and accounts; develop and prepare the annual preliminary College budget; coordinate, direct and participate in financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of College accounts and budgets; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Accounting operations and activities including the preparation, development, monitoring, review, analysis, maintenance and adjustment of College District funds and accounts; establish and maintain fiscal time lines and priorities for the College; assure related activities comply with established standards, requirements, internal controls, laws, codes, regulations, policies and procedures.

Develop and prepare the annual preliminary College budget; monitor and analyze the College budget to assure proper allocations, fund disbursement and fiscal solvency; review, evaluate and project annual revenue and expenditures to determine budget requirements; revise the annual budget in response to College needs; monitor spending to assure compliance with established limitations.

Coordinate, direct and participate in financial record-keeping, reporting and related auditing functions including general accounting, accounts payable and payroll functions to assure accurate and timely accounting and reporting of College accounts and budgets; monitor fiscal performance and integrity of College funds including Bookstore, Food Services and other enterprises.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; conduct fiscal training sessions as needed.

Direct the calculation, posting, auditing and adjustment of journal entries; coordinate and direct the monitoring, evaluation, balancing and reconciliation of various accounts, funds and budgets; assure accurate accounting of funds including income and expenditures; initiate budget and fund transfers and adjustments as appropriate; audit accounts for errors and make appropriate adjustments.

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Monitor, evaluate and enhance the current and long-range fiscal solvency, effectiveness and efficiency of the College District; develop, analyze and provide technical assistance to various administrators concerning fiscal plans, goals, objectives and strategies; provide technical direction to administrators in assuring smooth and efficient fiscal and budgetary functions and activities.

Direct and participate in the preparation and maintenance of various financial and statistical records, statements and reports related to budgets, accounts, funds, income, expenditures, projections, audits, fiscal performance and assigned activities.

Monitor and analyze Accounting operations, systems and activities for financial effectiveness and operational efficiency; direct the planning, development and implementation of policies, procedures, systems and programs to enhance the financial effectiveness and operational efficiency of Accounting operations and activities.

Direct the input of a variety of financial and statistical data into an assigned computer system; oversee the maintenance of related automated records and files; direct and participate in generating a variety of computerized reports; assure accuracy of input and output data; oversee the development of technology systems and processes to enhance the efficiency of College fiscal functions.

Manage the development and implementation of fiscal reporting and special accounting projects; direct the research, compilation, assembly and analysis of a variety of related financial, statistical and budgetary information; investigate and resolve financial issues, errors and discrepancies; develop and implement data collection, analysis and presentation methodology for studies and projects.

Maintain current knowledge of State and federal laws, codes, rules, regulations and pending legislature related to accounting and budgetary functions; modify programs and procedures to assure compliance with established requirements as necessary; implement accounting standards as needed.

Provide consultation and technical expertise to administrators, personnel, outside agencies and others concerning fiscal operations and activities; respond to inquiries and provide detailed and technical information concerning related accounts, funds, budgets, transactions, records, standards, principles, laws, codes, regulations, policies and procedures; assure proper and timely resolution of fiscal issues and discrepancies.

Coordinate fiscal functions to assure smooth and efficient annual audits; direct audit-related activities for calendar and year-end closing activities.

Direct accounts payable and payroll functions to assure accurate and timely payment of financial obligations and employees; direct the issuing and distribution of checks and other payments.

Develop and prepare the annual preliminary Accounting budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical information and assistance to the Vice President concerning fiscal and budgetary activities, needs and issues; assist in the formulation and development of policies, procedures and programs; oversee the development and implementation of fiscal goals and objectives.

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Communicate with administrators, personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; prepare and deliver oral presentations concerning fiscal operations, activities, needs and issues.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Accounting operations and activities including the preparation, development, monitoring, review, analysis, maintenance and adjustment of College District funds and accounts.

Accounting, budget and business functions of a college district.

Advanced theory and application of budgetary planning and control in a college system.

Generally accepted accounting and auditing principles, practices and procedures.

Preparation, analysis, review and control of College accounts and budgets.

Applicable laws, codes, regulations, policies and procedures.

Financial and statistical record-keeping techniques.

Financial analysis and projection techniques.

Preparation of financial statements and comprehensive accounting reports.

Fiscal organization, operations, policies and objectives of the College District.

Policies and objectives of assigned programs and activities.

Principles and practices of administration, supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct Accounting operations and activities including the preparation, development, monitoring, review, analysis, maintenance and adjustment of College District funds and accounts.

Develop and prepare the annual preliminary College budget.

Coordinate, direct and participate in financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of College accounts and budgets.

Supervise and evaluate the performance of assigned personnel.

Review and analyze budgets to assure proper allocations, fund disbursement and fiscal solvency.

Monitor, evaluate and enhance the current and long-range fiscal solvency, effectiveness and efficiency of the College District.

Assure accurate accounting of funds including income and expenditures.

Evaluate financial and budgetary data and prepare reports, forecasts and recommendations.

Direct the monitoring, evaluation and reconciliation of College accounts, funds and budgets.

Monitor, evaluate and enhance the current and long-range fiscal solvency, effectiveness and efficiency of the College District.

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Interpret, apply and explain laws, codes, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Direct and participate in the preparation and maintenance of various financial and statistical records and comprehensive accounting reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting or related field and seven years increasingly responsible accounting experience involving the review, analysis, maintenance and adjustment of a variety of budgets, funds and accounts including three years in an administrative capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.