Controller

Controller

**JOB SUMMARY**

This position provides accounting and analytical support for the college’s financial operations, identifies areas in the accounting process that need improvement, and ensures that all financial reports are accurate.

**MAJOR DUTIES**

- Serves as the primary contact for procedural, Information Technology, and financial audit engagements.
- Prepares the annual financial report.
- Prepares the annual budgetary compliance report.
- Monitors, updates and maintains internal control procedures.
- Updates and maintains business policies and procedures for the campus.
- Oversees general ledger asset and liability account reconciliations.
- Supervises month- and year-end closing processes.
- Oversees accounting for inventory and capital asset management.
- Oversees cash management.
- Reviews and approves bank reconciliations.
- Reviews and approves journal entries.
- Serves as the college’s Risk Management representative.
- Collaborates with the Budget Analyst and Vice President of Business Affairs in the preparation of the annual budget.
- Reviews and approves the annual expenditure report.
- Serves as chief accountant for the Gordon State College Foundation and for related Properties Foundation/Bond Accounting.
- Oversees the accounting of major repair and renovation funds.
- Oversees grant and contract accounting.
- Oversees cost accounting/allocations between auxiliary and state funds.
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of state and federal financial reporting requirements.
- Knowledge of Board of Regents business policies.
- Knowledge of the Official Code of Georgia Annotated (OCGA).
- Knowledge of generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines.
- Knowledge of college policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the delegation of responsibility and authority.
- Skill in organization and project management.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.
SUPERVISORY CONTROLS

The Vice President of Business Affairs assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include GAAP, GASB standards, the Board of Regents Procedures Manual, the college business procedures manual, Yellowbook standards, and state contract and spending guidelines. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, accounting and supervisory duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to direct the college’s financial reporting, internal controls, and risk management functions. Success in this position contributes to the efficiency and effectiveness of those functions.

CONTACTS

- Contacts are typically with co-workers, other college employees, vendors, students, contractors, representatives of the Board of Regents, auditors, attorneys, insurance agents, bankers, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Accountant I (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.