

MARCH 2016 (MA)
FLSA: EXEMPT
SALARY: GRADE Y
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

CONTROLLER

BASIC FUNCTION: Under the supervision of the area Vice Chancellor, provides leadership in the accounting area and is responsible for the quality and administration of the District's accounts payable, accounts receivable, inventory, payroll and auxiliary operations; responsible for coordinating accounting functions and ensures that accounting policies and procedures are maintained at all District sites.

PROVIDES WORK OR LEAD DIRECTION TO: Supervises and evaluates Accounting Manager, Payroll Manager and assigned staff.

REPRESENTATIVE DUTIES (Illustrative Only):

1. Plans, organizes, and supervises the maintenance of the District's fiscal database systems through year-end closing and audit adjustments for all Governmental and Auxiliary Funds, including unrestricted and restricted general operating, special revenue, capital projects, self-insurance, financial aid, Associated Students of RCC and the RCC Foundation.
2. Plans, develops, documents and maintains proper fiscal controls over all Governmental and Auxiliary Funds.
3. Manages the District's revenue and accounts receivable functions, accounts payable functions, capital asset inventory control system, preparation of academic and classified payrolls and associated reporting required by the District, county, state, and/or federal government.
4. Supervises and assists in the accounting for special projects, grants, and contract funds, including categorical and other programs; prepares reports to local, state, and federal funding agencies as required for restricted funds.
5. Monitors the flow of District receipts and disbursements, and identifies cash flow issues.
6. Assists and coordinates with external accounting firms or government agencies during the conduct of their audits.
7. Assists with and provides leadership in handling sensitive transactions.
8. Maintains liaison with fiscal and information services personnel at the Riverside County Office of Education.
9. Supervises and evaluates assigned staff.
10. Establish goals and objectives for assigned areas of responsibility in concert with the District's strategic master plan.
11. Serves as a member of the Management Association.
12. Maintains an understanding of current ideas, trends, and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
13. Participates in local, regional and state activities to promote the Riverside Community College District and the community college movement.
14. Maintains a friendly and supportive atmosphere for students, faculty, staff, and the public.
15. Performs other related responsibilities as may be assigned.

EDUCATION: A bachelor's degree in business administration, accounting, or a related area is required. A master's degree, from an accredited institution, and/or a Certified Public Accountant license is desired.

EXPERIENCE: Five years of progressively responsible experience in the area of accounting, or a related field, including at least three years of experience in an administrative or supervisory position is required. Administrative or supervisory accounting experience must include responsibility for areas such as budget, purchasing, accounts payable, payroll, business operations, cash control, or inventory control. Experience with computerized financial systems is required. Experience in or knowledge of multi-college California Community College business operations is highly preferred.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF:

- Governmental accounting practices and procedures.

ABILITY TO:

- Perform day-to-day fiscal activities at all levels;
- Communicate clearly and effectively, work accurately, meet deadlines and provide effective management reporting.

SKILLS REQUIRED:

- Must possess excellent planning, organizing and coordinating skills essential to a complex and diverse program of business functions;
- Strong analytical skills necessary to monitor expenses, conduct financial research and analysis, identify trends and forecast needs;
- Strong interpersonal and group relationship skills and the ability to select, train, supervise, evaluate, motivate and lead staff members.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, other departmental staff, state and federal funding agencies.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.