



ASSISTANT CONTROLLER

SALARY GRADE: [C4-68](#)

DEFINITION:

Under the direction of the Controller, coordinate and direct the work of professional and technical staff performing a variety of accounting work in the District Accounting Department; perform complex fund accounting and revenue reconciliation; analyze and prepare financial statements; explain and interpret accounting procedures and information to others; communicate results of financial analyses to District leadership; and make recommendations for appropriate accounting-related actions; identify problems and implement solutions; design and give direction to Educational Technology Services (ETS) to improve the performance of the computerized financial records system; hire, train, and provide work direction to assigned staff.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Prepare and examine expenditure reports, financial statements, budget variances and reports of historical trends for program directors, management and granting agencies.
2. Plan, coordinate, implement and evaluate complex accounting projects; perform special analytical tasks as assigned by the Controller.
3. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
4. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
5. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
6. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
7. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
8. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
9. Provide technical expertise, advice and direction to other departmental accountants and personnel; serve as a liaison and support to campus accounting operations.
10. Participate in developing budgets for assigned accounts; organize and maintain general ledgers; oversee the maintenance of subsidiary ledgers.
11. Prepare year-end accruals and assure an accurate and successful annual audit.
12. Interpret federal, state and local regulations and guidelines and assure compliance with requirements; update and revise procedures as necessary.

13. Communicate with various school personnel and outside agencies to provide high-level financial analysis, ad hoc financial reports, and recommendations.
14. Research, prepare, and submit federal, state, and local reports.
15. Evaluate the computerized accounting system; identify problems; and work with programmers to design and implement solutions.
16. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Generally accepted accounting and auditing principles, practices, and procedures.
2. Financial analysis and research procedures.
3. District organization, operations, policies, and objectives.
4. State Education Code, State Budget and Accounting policies and other applicable laws.
5. Operation of a computer and related software.
6. Modern office practices, procedures, and equipment.
7. Oral and written communication skills.
8. Technical aspects of field of specialty.
9. Principles of supervision.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform high-level professional accounting work in the analysis, maintenance and auditing of accounts affecting District-wide operations.
3. Maintain accurate financial and statistical records.
4. Assure compliance with applicable District policies, procedures, and governmental regulations.
5. Reconcile, balance, and audit records and accounts.
6. Present solutions to management level with confidence and effectiveness.
7. Train, supervise, and evaluate personnel.
8. Oversee, review, and critique the work of other accountants.
9. Interpret, apply, and explain rules, regulations, policies, and procedures.
10. Operate a computer and related office equipment.
11. Establish and maintain cooperative and effective working relationships with others.
12. Analyze situations accurately; exercise sound judgment; work independently; and adopt an effective course of action.
13. Plan, coordinate, execute, and evaluate solutions to complex accounting problems.
14. Meet schedules and time lines.
15. Communicate effectively both orally and in writing.
16. Work independently with little direction.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree in accounting, or related field.
2. Five (5) years increasingly responsible professional accounting experience.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

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