

**College of the Siskiyous
Job Description**

Job Title: Controller

FLSA: Exempt

Group: Admin. Support/Management **Salary Schedule:** Admin. Support/Management

Job Summary:

Maintains the District's accounting system and directs the efforts of the Business Office in providing various financial services.

Essential Duties and Responsibilities include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responsible for the operation of the District's accounting and fiscal affairs.

Maintains a computer network-based system of funds and accounts in accordance with generally accepted accounting principles and applicable local, state and federal laws.

Maintains department processes to comply with generally accepted accounting principles and all applicable local, state and federal laws.

Coordinates with County offices, banks, and relevant State and Federal agencies to control cash flow and maintain proper fund balances.

Prepares reconciliations for all county held accounts and various bank held accounts. Serves as liaison with county auditor and treasury offices.

Analyzes accounting data and prepares or coordinates the preparation and dissemination of financial statements and reports, for internal and external purposes.

Provides general supervision over all office staff and evaluates performance of staff and program through desk audits and review of work. Records performance on formal District Performance Evaluation forms.

Works with budget and grant managers, area directors and administrators to increase their understanding of financial information relating to their areas of budgetary controls.

Maintains files of appropriate documents and schedules.

Serves as liaison with the Board's external auditors.

Performs related duties as assigned.

Employment Standards: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Training and Experience: Any combination of education and experience that demonstrates possession of a Bachelor's degree in accounting or business administration with an emphasis in accounting, and at least five (5) years experience with Fund Accounting systems.

Knowledge: Knowledge of principles and practices of accounting; CA Budget Accounting Manual; TRAN and LAIF policies and procedures; CA laws and regulations (Title V and Ed Code); federal laws and regulations (IRS and EDGAR); PC and related software.

Ability: Ability to provide leadership in accounting; communicate effectively verbally and in writing; operate a PC and related software; maintain effective working relationships with other people; interpret laws and policies; supervise accounting professionals.

Physical Effort/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually quiet.

Job Description Approved: 2/11/03