



POSTED: June 15, 2021

Applicants Being Sought For...

College Controller

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empower individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer and more meaningful for all members of our community.

The Controller reports directly to the President and is responsible for the College's financial services, budgeting and reporting. Responsibilities include the efficient performance of professional accounting and related business tasks to insure sound fiscal management of the College. The duties of the Controller include College and grant accounting, financial reports, financial analysis, fund balance projections, cash management and budgeting. This is a Management Confidential twelve (12) month position which provides leadership for a staff of 4-6 individuals. Some evening and weekend work is required.

Responsibilities:

- Leads all College financial and accounting operations related to the financial operations of the College.
- Maintains subsidiary ledgers and general ledgers for college and grants, including preparation and posting of all journal entries.
- Prepares monthly, quarterly, and yearly reports including fund balance projections.
- Coordinates the preparation of the proposed annual budget and monitors compliance with the adopted budget (i.e. purchases, payroll, and other expenditures). Analyzes state and local budget proposals to define the impact on the College.
- Prepare financial and cost data reports, such as IPEDS, FISAP, annual budget and financial reports for submission to SUNY.
- Conducts internal financial and efficiency audits, coordinates required annual audits and responds to outside audits. Prepares reports, as necessary, challenging audit disallowances.

- Conducts cost studies of internal operations and programs.
- Conducts investment program for College funds
- Prepares records and materials for required annual independent audit. Coordinates required annual audits and respond to outside audits. Prepares reports, as necessary, challenging audit disallowances.
- Interprets financial reports and audits and make recommendations for changes in procedures and operations.
- Provides leadership, including goal-setting professional development, communication and evaluation for all personnel within Finance.
- Manages College plant, equipment, liability, malpractice and other related insurance programs.
- Acts as College liaison with the County, State and SUNY on financial matters as directed by the President.
- Serves as College Records Officer and acts as primary depository of all contracts and agreements
- Perform all other relative tasks as assigned by the President or designee.

Qualifications:

Graduation from a regionally accredited or New York State registered College or University with a bachelor’s degree in accounting, business administration or related field including or supplemented by 12 semester credit hours in accounting and five (5) years of fiscal management and effective leadership experience in a college, government, or business setting. This experience must have been in maintaining or auditing double entry books of a business, including the general ledger, or in maintaining government agency books involving appropriation accounting along with the preparation of budget and financial reports. Experience working in higher education is preferred. A current NYS notary license is an asset.

To apply:

Although the search will remain open until the position is filled, for full consideration, candidates should submit materials by July 12, 2021 including a letter of application, resume, unofficial transcripts, and a CCC application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/ Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary