

POSTED: July 15, 2020

Applicants being sought for the position of
College Controller

Clinton Community College, a member of the State University of New York, is a progressive community college with a stunning location on the shores of Lake Champlain. The College plays a unique role in the local community and within the state by offering traditional and nontraditional students access to a variety of educational programs. Our missions 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 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.

KNOWLEDGE, SKILLS AND COMPETENCIES:

Working knowledge of governmental accounting, fiscal and auditing procedures and techniques including budgeting and appropriation practices; knowledge of methods used in keeping financial accounts and records; knowledge of personal computer methods used in keeping financial accounts, records and applications for generating reports; knowledge of modern office terminology, practices and procedures; ability to prepare complete and accurate financial reports and statements. The Controller must be a strong communicator; have the ability to organize and handle multiple tasks; as well as demonstrate management and leadership competencies.

Some evening and weekend work is required.

How to apply: For full consideration, candidates should submit a cover letter, CCC professional employment application and resume by July 29, 2020 to:

hr.recruiting@clinton.edu

or

Human Resources Office, Clinton Community College
136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College is an Affirmative Action / Equal Opportunity Employer. Qualified women, minorities, individuals with disabilities, protected veterans and others who would enrich the diversity of the College are encouraged to apply. If you require an accommodation so that you may participate in the selection process, please notify us at hr.recruiting@clinton.edu or (518) 562-4138.

7/12/18