



POSITION DESCRIPTION

TITLE: Associate Comptroller, Financial Operations
FLSA STATUS: Exempt

CATEGORY: Professional
GRADE: F

JOB SUMMARY: Manage several of the District's accounting processes, to include accounts payable, payroll, data control and financial reporting.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Oversee the operations of the Payroll Section to include approval of manual checks, check advances, all federal and state reports and communicate to College staff timesheet deadlines, and evaluate or implement any related changes in Federal and State laws as needed; handle complaints from staff on nonpayment or payment shortage; prepare various reports for management purposes based on payroll information; work closely with Human Resources in resolving issues.	25%
2. Oversee the operations of the Accounts Payable and Data Control sections to include approval of manual checks, review all payments over \$5,000 and all reports produced in Accounts Payable, handle complaints from vendors concerning past due payments; work closely with Purchasing department in resolving situations.	20%
3. Supervise the Payroll and Accounts Payable managers; provide personnel management guidance, including orientation, performance appraisal, coaching, personal and professional development. Evaluate, recommend, and implement automated systems or improvements to systems that increase the overall efficiency and effectiveness of the area's processes.	20%
4. Prepare or assist in the development of written procedures to strengthen controls and document processes. Maintain research, reconcile various financial accounts; ensure validity of account balances; prepare adjusting journal entries, assist external auditors in preparation of annual audits.	15%
5. Compile, maintain, and submit reports in compliance with State and Federal guidelines.	10%
6. Responsible for assisting with the budgeting and maintenance of various overhead accounts; responsible for compiling the budget numbers, projections, and monitoring the accounts throughout the year and explaining any variations.	5%
7. Perform other duties as assigned.	5%

SUPERVISORY RESPONSIBILITIES: Direct supervision as a first-line supervisor to assigned staff.

BUDGET RESPONSIBILITIES: Departmental budget.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

EXPERIENCE: Six (6) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Good knowledge of current modern principles, practices and methods of accounting; internal accounting controls, budgeting, fund accounting, and generally accepted accounting principles;
- Knowledge of financial analysis, budgetary planning, reporting procedures and requirements, computerized accounting and software applications;
- Ability to coordinate work activities and supervise the work of subordinates;
- Ability to establish and maintain effective working relationships with other employees, administrators and various outside representative from federal, state, and local organizations;
- Ability to communicate effectively both oral and in writing.

2. Equipment Used: Personal Computer and other equipment associated with an office environment.

3. Software Used: A variety of spreadsheet, word-processing, database, e-mail, and presentation software. State provided software to administer and report benefits. Large integrated administrative software(s) related to the major finance areas.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*