

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Assistant Controller/Accounting Coordinator

DEPARTMENT: Business Department

REPORTS TO: Controller

SUPERVISES: N/A

FLSA: FACULTY _____ APT X COACH _____

DOCUMENT STATUS: New/**Date:** 05/30/2013 **Revision #** 2 **Date:** 08/30/2023

SICK LEAVE: 10 hours/month **ANNUAL LEAVE:** 15 hours/month

TRAVEL: Occasional travel to our Craig location will be a requirement of this position

SALARY: \$55,000.00 - \$65,000.00 (Salary is commensurate with education and experience)

Excellent benefit package including retirement and health insurance is available.

COLLEGE-WIDE X **CAMPUS:** X **RANGELY** _____ **CRAIG** X **REMOTE**

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

The Assistant Controller/Accounting Coordinator is responsible for the College's day-to-day accounting with functional oversight of records and reports. They will also assist with preparation of monthly, quarterly, annual, and ad-hoc reports for the institution, and prepare various required State, Federal and Taxing District financial reports. This position will also act as a backup for the Controller and Payroll as well as a backup delegate for the State Controller.

PRIMARY DUTIES:

Daily activities such as, but not limited to:

- Supervisor of Payroll Function.
- Biweekly/Monthly Review and Reconciliation of Payroll
- In absence of Controller, serves as senior College accounting professional
- Back up Delegate for State Controller, etc.
- Assist in maintaining, overseeing, and managing accounting records for all college funds in accordance with state fiscal rules, state statutes, state procurement code, NACUBO, and GAAP

- Update accounting tables as needed including; account codes, object codes, mechanical transactions, etc. and maintain an adequate and complete chart of accounts for all funds
- Assure the reliability of the data produced by the accounting systems by reviewing daily, weekly and monthly reports in addition to Banner, and COFRS screens
- Coordinate, maintain and oversee the billing/accounting functions for local tax boards
- Assist with the hiring and training of all accounting, cashiering, and purchasing staff
- Approve all college payments to assure appropriate use of state funds and to assure appropriate coding of the expenditures in the absence of the Controller
- Assist with the control of capital assets that include annual inventory and enforcement of capitalization and disposal policies
- Assist with various state and federal financial and statistical reports including: IPED's, State Budget Format Report, fee schedules, Federal financial aid reports, etc.
- Assist with any audit pertaining to the college records
- Perform monthly general ledger closing, run reports and oversee distribution of financial and budget information
- Monitor grant expenditures and coordinate grant billings with Grant/Project Manager
- Assist with monthly reconciliation of Banner general ledger to accounts receivable subsystem, accounts payable subsystem, inventory subsystem, fixed assets subsystem, etc.
- Assist in preparation of year-end accounting/reporting for Rangely, Craig, and outreach centers.
- Assist with ongoing training of all college staff in appropriate use of state funds, budget and fiscal policies and procedures, and the appropriate use of administrative tools such as Self Service Banner
- Prepare Imprest Account Reconciliation
- Verify the balance in all liability accounts on a monthly basis including payroll liabilities and sales tax payable
- Make sure any payroll encumbrance entries are proper and being liquidated.
- Record all cash receipts and journal entries in Banner. Post interoffice billings to individual accounts
- Record all cash deposits, journal voucher and journal adjustment entries on COFRS and fax documents to the State Controller's Office and State Treasury (cash deposits) once 3rd level approvals are made
- Research and correct all rejected documents on COFRS
- Attend and participate in monthly CCCS controllers meetings
- Perform PCard sweeps bi-monthly
- Perform daily feed and sweep processes
- Verify FOAPs and review and correct FOAP mismatches
- Perform other duties as assigned.

Secondary duties:

- Take daily bank deposits and any other bank transactions when requested.
- Signatory for imprest account.

ESSENTIAL SKILLS, ABILITIES & KNOWLEDGE:

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

1. **Education and Training:** AA/AS Degree in Accounting or closely related field from an accredited College or University.

2. **Prior Related Experience:** 5+ years' experience in accounting and with data entry, administrative, educational and/or customer service
3. **Licensure/Certification:** Driver's license
4. **Equipment Skills:**
 - Computer skills, data entry skills, multi-line phone
 - PC experience with Excel, Word, and other Microsoft application software.
 - Experience with on-line computer accounting systems especially Banner and COFRS as they relate to A/P, A/R, Budget, G/L, and F/A.
5. **Other Qualifications:**
 - Experience and knowledge with fund accounting and governmental accounting standards and requirements
 - Ability to work with superiors, department heads, and Administration of CNCC
 - Audit experience that should include the ability to recognize potential internal control weaknesses
 - Ability to communicate effectively, verbally and in writing
 - Ability to manage confidential materials and maintain confidentiality when working on specific tasks or projects
 - Ability to establish and maintain effective working relationships with all levels of college staff, college organizational units and departments, as well as units external to the organization
 - Ability to organize and manage work teams and work products effectively and efficiently
 - Knowledge of administrative tasks and responsibilities

PREFERRED QUALIFICATIONS

1. **Education and Training:** BA/BS Degree in Accounting or closely related field from an accredited College or University
2. **Equipment/Software Skills:** BANNER Software knowledge

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Vice President of Student Services as its ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures.

If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or jennifer.rea@cnc.edu and for questions regarding ADA/Section 504/Title II please contact Brett Caskey at 970-675-3213 or brett.caskey@cnc.edu. Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Executive Director of Human Resources, at 970.675.3235 or angela.miller@cnc.edu.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Title IX/EO Coordinator

Name: Jennifer Rea
Address: 500 Kennedy Drive, Rangely, CO 81648
Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

Deputy EO Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

ADA/Section 504/Title II Coordinator

Name: Brett Caskey
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3213

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting					X	Computer data entry
Stationary Standing			X			Talking with employees in hallway
Walking			X			Meeting employees in other areas of the college.
Ability to be Mobile					X	Ability to walk to various campus offices
Crouching (bend at knees)		X				
Kneeling/Crawling		X				
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot			X			
Climbing		X				
Balancing		X				
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity					X	Key board data entry
Pushing/Pulling						
1 - 10 lbs.					X	Moving files
11 - 20 lbs.		X				
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.					X	Moving files
11 - 20 lbs.		X				Possibly during benefit fair
21 - 35 lbs.	X					
36 - 50 lbs.	X					

51 - 75 lbs.	X					
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	Major portion of the position.
Talking on Telephone					X	Major portion of the position.
Hearing in Person					X	Major portion of the position.
Hearing on Telephone					X	Major portion of the position.
Vision for close work					X	Major portion of the position.
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)	X					
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles			X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				
Other environmental requirements:						

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____