

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Controller

**DEPARTMENT:** Business Office

**REPORTS TO:** Vice President of Business & Administration

**SUPERVISES:** Accounting Coordinator, Purchasing Coordinator, Payroll & Accounts Payable

**FLSA:** Exempt   X   Non-Exempt       

**DOCUMENT STATUS:** New/Date:        Revision #   2   Date: 04/21/2021

**TRAVEL:** Occasional

**SICK LEAVE:** 10 HRS MONTHLY      **ANNUAL LEAVE:** 15 HRS MONTHLY

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

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**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. Please visit the CNCC website at [www.cncc.edu](http://www.cncc.edu) for application submission details.

**Review of applications will begin immediately.**

**GENERAL SUMMARY:**

Colorado Northwestern Community College is seeking a full-time Controller that is a self-directed, hands-on individual with the leadership skills and the motivation to add value to the College. The Controller works within the Business Office which is a team that thrives on providing superior accounting and financial reporting services throughout the College. These services consist of providing technical guidance, fiscal recommendations, development and maintenance of a unified system of accounts, and budgetary guidance.

This position provides support and works closely with the VP of Business & Administration in managing the day-to-day operations of the Business Office and is directly responsible for the oversight of all accounting processes, records, and reports. This includes responsibility for the general ledger, the monthly close cycle, the year-end close cycle, and all related reconciliations. The Controller works closely with the rest of the accounting team and liaisons with the functional heads of other departments as well as with internal and external auditors. The Controller is also responsible for the supervision of the bursar, accounting coordinator, the purchasing coordinator, payroll, and account payable.

Successful applicants will possess strong accounting and leadership skills coupled with the ability to stringently enforce all fiscal rules to ensure complete compliance with all pertinent accounting standards and rules.

**PRIMARY DUTIES:**

The incumbent shall be able to demonstrate the ability to manage an accounting system and ensure that all financial records are accurate and comply with all pertinent accounting standards. Duties to be fulfilled such as but not limited to:

1. Oversees and manages all CNCC general accounting systems including accounts payable, accounts receivable, capital construction, BANNER (general ledger), CORE (State of Colorado general ledger), and purchasing in accordance with state fiscal rules, state statutes, TABOR, state procurement code, NACUBO (National Association of College and University Business Officers), and pertinent accounting standards.
2. Creates and implements internal fiscal management procedures to ensure compliance with state statutes, Colorado Governor's executive orders, federal regulations, state fiscal rules, and other accounting rules and regulations.
3. Prepares financial summaries, projections, and reports, reconciles accounting data, and assists in budget preparation. Completes monthly and quarterly reporting for the State Controller's Office and the System Office.
4. Implements audit recommendation commitments within promised timeframes.
5. Prepare the CNCC Budget Databook annually.
6. Annualizes funding sources and obligates funds through the purchasing system, BANNER, and CORE for capital construction.
7. Prepares CNCC financial statements and supporting working papers including preparation of IPEDS and HLC annual financial reports.
8. Supervises and provides leadership for accounting, accounts payables, receivables, and other financial operations for the fiscal office housed in Rangely and Craig. Hires, trains, and directly supervises Accounting Coordinator, Purchasing Coordinator, and Accounting Technicians for Payroll and Accounts Payable. Establishes standards of performance, checks progress of projects and programs and assists personnel in this area of jurisdiction in carrying out their assignments.
9. Acts as CNCC's primary liaison with internal and external auditors from SBCCOE, Internal Audit, the State Controller's Office, State Purchasing (as needed), and the State Auditor's Office.
10. Manages compliance and establishes and implements internal controls to ensure proper cash management and fiscal accountability; tracks all revenues and expenditures in compliance with applicable statutes, rules, and procedures to specified restrictions. Ensures controls are in place for authorized transactions and proper recording of activities in accordance with State, GAAP, and GASB requirements.
11. Maintains all fiduciary relationships and meets all related compliance requirements as well as assists with the administration of grants.
12. May approve purchase orders up to \$50,000, obligating funds for purchase orders through the purchasing system on BANNER.
13. Develops financial policies and procedures to implement and manage the overall finance control environment.
14. Monitors all expenditures to prevent over expenditures; works with the VP of Business & Administration to resolve budget and expenditure problems.
15. Develops, coordinates, and manages the accounts receivable system for student and non-student activity at CNCC.
16. Participates in and supports ongoing ERP development leadership for ongoing fiscal initiatives.
17. Review and ensure that executed contracts are in compliance with terms and conditions of the contract in fiscal areas. Ensure that billing or payment of contracts is completed in a timely manner.
18. Helps in the creation and monitoring of each Fiscal Year's budget.
19. Performs other duties as assigned.

### **ESSENTIAL QUALIFICATIONS:**

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

- 1. Education and Training:** This position requires a Bachelor's degree from an accredited college or university in Accounting. As an alternative, a degree from an accredited college or university in a related field together with three years of recent experience in accounting will be considered.
- 2. Prior Related Experience:** Experience with computerized accounting systems and reporting software is required. Also, prior experience in analyzing financial data in order to identify trends and make recommendations based on the analysis is required.
- 3. Licensure/Certification:** None
- 4. Equipment Skills:** This position requires that an individual possess advance skills utilizing a Personal Computer, Microsoft Office (especially Excel),
- 5. Other Qualifications:** The applicant should display an aptitude towards self-teaching must be a quick study of Banner, CORE, and related Colorado fiscal requirements, if not already proficient. Also, the applicant must have excellent oral and written communication skills.

### **PREFERRED QUALIFICATIONS:**

- 1. Education and Training:** Master's Degree in related field or higher.
- 2. Prior Related Experience:** A minimum of four years of accounting or auditing experience with a job history that shows progressive responsibility in those positions.
- 3. Licensure/Certification:** Licensed CPA or CMA
- 4. Other Qualifications:** The preferred candidate will also possess effective management skills and knowledge of government accounting and federal grant accounting.

### **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. ***In your cover letter, please include a description of your education, background and experience related to each of the minimum and preferred qualifications. Please also include a copy of your unofficial Transcripts.***

### **Colorado Northwestern Community College is an Equal Opportunity Employer**

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

## ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than ½ hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (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	
Stationary Standing			X			
Walking			X			
Ability to be Mobile			X			
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			
Pushing/Pulling		X				
1 - 10 lbs.		X				
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying		X				
1 - 10 lbs.		X				
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
<b>Other Sensory Requirements</b>						
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
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					Monthly travel to Denver requires operation of State Fleet Vehicle.
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
<b>Other environmental requirements:</b>						

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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.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_