SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

Range: 45
Hrs/Day: 8
Hrs/Wk: 40
Months/Yr: 12

JOB TITLE: Comptroller

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general direction of the Vice President of Administrative Services, the Comptroller plans, organizes and supervises the activities of the Business Office, including the receipt, disbursement, and accurate recording and reporting of these activities; manages District investments; analyzes and makes projections in preparing and amending the District’s annual budget; oversees the District’s contract and insurance claims processes; and performs other related duties as required. Employees in this job class direct, supervise, and evaluate the work of others and exercises responsibility for the effective operation of a department requiring strong administrative skills.

SUPERVISOR: Vice President of Administrative Services

TYPICAL DUTIES

- Direct, organize, coordinate and manage the functions and activities of the Business Office.
- Plan, organize and coordinate the preparation of the District’s annual budget. Prepare budget allocations, project revenues and monitor allocations against actual expenditures, proposing budget adjustments as necessary.
- Select, train, instruct and supervise Business Office staff in revenue and expenditure accounting, budgeting control and proper disbursement of funds for material, services, equipment and equipment inventory.
- Develop, organize, prepare and maintain accurate, periodic budget and financial statements, reports and records concerning the District’s income and expenditure position and to comply with all District, county, state and federal requirements.
- Provide special financial, statistical or analytical studies to assist administration in the formulation of new policies, planning or revised programs.
- Review the preparation of attendance reports, claims and invoices to assure that appropriate funds accrue to the District from various state, federal and local funding sources.
- Guide year-end activities for the proper closing of the District’s records for the annual audit and for year-end fiscal analysis.
- Manage District investments in accordance with District policies and legal requirements, analyzing cash flow for investment and financing opportunities.
- Coordinate with the District’s external auditors, including federal and state auditors, implementing recommendations relative to accounting practices.
• Confer with, advise and counsel District staff concerning unusual or unforeseen budget problems, recommending proper course of action and timely alternative solutions.
• Formulate and recommend policies and procedures to achieve greater efficiency and system control.
• Review and coordinate the processing of insurance claims and District contracts, excluding personnel and construction contracts.
• Evaluate subordinates and programs.
• Remain current on all laws, regulations, policies, procedures and practices affecting the recording and reporting of financial data for District funds. Assist the Vice President of Administrative Services and administration to ensure fiscal regulations and procedures are followed.
• Participate in a variety of administrative meetings.
• Perform other related duties as required or assigned.

EMPLOYMENT STANDARDS

Knowledge of:
• Detailed accounting, budgetary and fiscal procedures for a public fund accounting agency.
• Auditing and inventory control procedures, business law, risk management and basic financial and research procedures.
• Principles and practices of management and supervision.

Ability to:
• Effectively manage and supervise the accounting, payables, equipment inventory and property and liability risk management insurance programs.
• Prepare clear, complete and concise reports.
• Develop specific budget, accounting and fiscal procedures.
• Direct, supervise and formally evaluate the work of others.
• Effectively communicate in both oral and written form.
• Establish and maintain effective work relationships with those contacted.
• Work with personal computers in an accounting environment, including spreadsheet software.

Experience
• Increasingly responsible professional accounting experience, which includes at least two years of experience in an accounting supervisory/managerial capacity.
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- Demonstrated sensitivity to, and ability to work with, diverse racial, ethnic, gender, disabled and cultural populations.
- Detailed accounting, budgetary and fiscal procedures for a California Community College district preferred.
- Auditing experience preferred.

Education

- A Bachelor's degree from an accredited college or university in accounting or a closely related field. Certification of registration as a Certified Public Accountant preferred.