

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Comptroller

GRADE

5

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ORGANIZATIONAL UNIT

Finance and Administration

REPORT TO

Vice President of Finance

APPROVED BY

SUMMARY

Responsible for all accounting functions for Tompkins Cortland Community College, TC3 Foundation and the Faculty Student Association (FSA). This includes accounts payable, cash receipts, restricted fund accounting, capital project accounting, purchasing, payroll and the general ledger. Collaborates with the Bursar and other billing functions. Collaborates with the Director of Auxiliary Operations in account closing for the TC3 Foundation and the FSA. Assists the Vice President of Finance with complex financial analysis, financial reporting, budget preparation, and audit functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the daily functions of the finance office including accounts payable, cash receipts, purchasing, restricted fund accounting, capital project accounting, payroll and the general ledger.
2. Supervises accounts payable, cash receipts, purchasing, restricted fund accounting, capital project accounting, payroll and the general ledger functions, and staff.
3. Maintains internal financial controls for all three entities (Tompkins Cortland Community College, TC3 Foundation, and the Faculty Student Association).
4. Responsible for the administrative approval of all financial software access related to the budget and financial functions.
5. Posts data from subsidiary ledgers to the general ledger and closes the general ledger monthly, including review and preparation of journal entries.
6. Prepares monthly bank reconciliations for all accounts; responsible for monitoring cash flow and investments.
7. Responsible for the general ledger of all three entities ensuring that all accounts are fully reconciled with supporting systems and related party transactions.
8. Assists department managers and/or staff with new activities and programs by developing procedures in order to achieve their financial goals and still maintain effective accounting practices as well as ensuring compliance with college policy, state and federal laws and regulations.
9. Assists the Vice President with preparation of annual operating budgets, maintenance of budgetary controls, complex financial analysis and budgetary forecasts.
10. Directs the preparation for annual independent audits for the College, TC3 Foundation, and the Faculty Student Association.

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11. Directs internal audit functions of various college departments and activities including tests of compliance with college policy, state and federal laws and regulations as they apply to all three entities.
12. Responsible for maintaining appropriate records to document final accounting for all books of account, including the general ledger, cash receipts, and cash disbursements. Such record keeping methods will comply with record retention requirements.
13. Collaborates with Bursar in monitoring revenue sources and ensure compliance of revenue sources.
14. Develops and maintains relationships with various county government departments, banking institutions, outside funding agencies, as well as internal college departments and organizations.
15. Directs staff within the finance office. Assures the effective use of human resources by recommending hiring, disciplinary, and other human resources actions, together with the training motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal state and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
16. Serves on various College committees and performs other related tasks as assigned.
17. Oversees the production of payroll and purchasing tax forms.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Accounting and 10 years of experience in a full-charge accounting position, supervisory experience.

PREFERRED QUALIFICATIONS

MBA or CPA preferred