

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Comptroller

GRADE

4

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ORGANIZATIONAL UNIT

Finance and Administration

REPORT TO

Chief Financial Officer

APPROVED BY

Board of Trustees
February 20, 2020

SUMMARY

Responsible for the following functions of the budget and finance office: accounts payable, cash receipts, restricted fund accounting, capital project accounting, purchasing, and the general ledger. Assists the Director of Budget and Finance with complex financial analysis, financial reporting, budget preparation, and audit functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the daily functions of the budget and finance office including accounts payable, cash receipts, purchasing, capital project accounting, and the general ledger.
2. Supervises the accounts payable, cash receipts, purchasing, restricted fund accounting, and general ledger functions of the College.
3. Maintains internal financial controls for the College.
4. Responsible for the administrative approval of all financial software access related to the budget and financial functions of the College and its related organizations.
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 the College 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 goal and still maintain effective accounting practices as well as ensuring compliance with college policy, state and federal laws and regulations.
9. Assists the Director with preparation of annual operating budgets, maintenance of budgetary controls, complex financial analysis and budgetary forecasts.
10. Directs the preparation for annual independent audits of the College.
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 the College and its related organizations.

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- 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. Monitors 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. Serve as a backup for the Director of Budget and Finance in their absence.
- 16. Directs select staff within the Budget and 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.
- 17. Serves on various College committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

- Classified Staff
- Administrative
- Faculty
- Adjunct faculty, students, etc.

Indicate number in each category:

- 2 # of Classified Staff
- # of Administrative
- # of Faculty
- # of Adj. faculty, students, etc.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Accounting and 5 years of experience in a full-charge accounting position within government, non-profit or higher education.

PREFERRED QUALIFICATIONS

MBA – Accounting or CPA preferred. Supervision experience.