



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Associate Controller
POSITION NO.	502665
LOCATION	Warwick Campus
REPORTS TO	Controller
GRADE	BOE 16
WORK SCHEDULE	Non-standard, 35 hours per week
SUPERVISES	Accounting Staff in Controller's Office, Grant/ Sponsored Program Staff
REVISION DATE	12/13/2023

JOB SUMMARY:

To be responsible to the Controller for the day-to-day oversight of the following functions:

- Support and oversee all accounting functions of the Controller's Office, with a concentration on daily banking, grants, fixed assets, agency, general ledger, and travel functions
- Conduct daily banking transactions for all College funds
- Preparation of the College's annual financial statements to include coordinating with the College's external auditors
- Planning, organization and supervision of contracts, grants/sponsored program function
- Coordination of financial and administrative functions between the College and external reporting agencies, state and federal agencies
- Grant/Sponsored Program and Contract accounting, billing & collections
- Supervise fixed asset accounting and year end schedules
- Agency accounting and payments
- Accounting systems and internal control procedures
- Timely financial management reports
- Coordinate the Indirect cost rate negotiation
- Controller's Office liaison with grant program directors to ensure compliance
- Controller's Office liaison with agency staff to ensure compliance

DUTIES AND RESPONSIBILITIES:

Under the guidance of the Controller:

- Supervise the preparation of analyses, interpretations, and presentations of contract, grant/sponsored program financial data for Community College management and the Board of Education
- Supervise financial accounting and internal financial control systems of contract, grant/sponsored programs, including; maintaining a strong working knowledge of Ellucian Banner financial and grant module systems; implementing changes as necessary; and coordinating departmental and college system needs with appropriate IT staff
- Ensure that the institution is in compliance with federal and state audit guidelines and Uniform Administrative Requirements and assist in planning and performing the annual audits and internal audit reviews
- Supervise and evaluate contract, grant/sponsored program employees to ensure effective and timely completion of their responsibilities in compliance with applicable guidelines
- Work with state and federal agencies as needed to ensure compliance to state and federal policies and procedures
- Responsible for all activities associated with contract, grant/sponsored program reporting to the funding agencies
- Develop and monitor accounting policies and procedures that support contract, grant/sponsored programs. Ensure that State and Federal regulations are incorporated in all fiscal policies.
- Responsible for the coordination of the Indirect Rate negotiation
- Maintain current knowledge of financial methodologies, technologies, and regulatory environment necessary to support financial operations including research of federal and state laws and regulations.

- Review contracts, grant/sponsored program
- Responsible for external grants/sponsored programs and contracts billings and collections according to College policy, and for reviewing internal matches/cost sharing for appropriateness with regulatory guidelines such as Uniform Grants Guidance
- Chair the Grants Committee meetings to include preparing agenda, providing educational trainings
- Coordinate College efforts with the state
- Assist with the closing of accounting periods
- Assist with the College's annual financial statements.
- Coordinate with the College's external, Federal, and State Auditors
- Oversee fixed asset accounting for all College property
- Supervise agency accounting
- Manage college travel system and provide support for Staff
- Work collaboratively with others in a diverse and inclusive environment.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Other related duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Accounting or Business Administration
- A minimum of seven years accounting experience, to include contract and grant/sponsored program experience, in (a) management of a complex accounting system, (b) public accounting, or (c) a combination of (a) and (b) including at least three years supervisory experience
- Working knowledge of a complex ERP system
- Working knowledge of the Uniform Administrative Requirements
- Ability to perform legal research and contract review
- Excellent oral and written communications skills
- Strong interpersonal and team building skills
- High level analytical and organizational skills
- Proficiency in MS Office Excel and Word applications

PREFERRED QUALIFICATIONS:

- Master's Degree in Accounting, Public Administration, Finance or other related field
- Experience at an institution of higher education
- Working knowledge of Banner Finance and Human Resources systems
- Familiarity with the Governmental Accounting Standards Board (GASB) pronouncements

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.