

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Controller		<i>BOT Date:</i> April 16, 2003	
<i>Level:</i> ADM06	<i>FLSA:</i> Exempt	<i>Class Code:</i> A0605	<i>Adm. Rev:</i> June 17, 2003

### GENERAL DESCRIPTION

Manages the College's fiscal operations and provides either assistance or direction regarding all types of fiscal transactions. Responsible for accurate financial reporting to ensure the integrity of the College's financial operation and that the college objectives and goals are efficiently and economically met. Responsible for the supervision, direction and evaluation of staff.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Manages all financial functions including General Accounting, Payroll, AP, AR, Grants, Capital Projects Accounting, Property Records, Fixed Assets & Cashiering.	30%
2.*	Directs, oversees, and coordinates maintenance of all financial records, including Auxiliary Operations.	20%
3.*	Prepares or supervises the preparation of all financial reports including quarterly, annual and special reports.	20%
4.*	Establishes, integrates and coordinates a sound internal control system.	10%
5.*	Coordinates audits from state, Federal or other external entities.	10%
6.*	Supports and coordinates work for a consolidated college budget. Provides periodic review and recommendations to campuses and other offices to affect good expenditure to budget controls.	5%
7.	Develops workshops and training sessions for College employees as needed.	5%
8.	Other duties as assigned.	

\* Indicates an "essential" job function.

Position Title: Controller	Class Code: A0605	Position Level: ADM06
<b>KEY JOB REQUIREMENTS</b>		
<i>Formal Education:</i>	Bachelor's degree required (Masters preferred) and active license to practice as CPA.	
<i>Work Experience:</i>	7 to 10 years.	
<i>Planning Scope:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and/or revenues.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the College.	
<i>Budget:</i>	Advisory Impact: Has an advisory influence on decisions affecting the expenses/revenues. Has full authority to commit the work unit to a specific course of action.	
<i>Grant Funds:</i>	Recommending/Contributory Impact: Has an advisory voice in decisions on grants. Can authorize or recommend expenditures within an approved budget.	
<i>Financial Records:</i>	Financial Records Controlling Impact: Has a controlling voice in decisions on financial record reporting and recording. Can authorize or recommend expenditures within an approved budget.	
<i>Impact of Decisions:</i>	Makes decisions and final recommendations which routinely affect the activities of the department. Position duties may include responsibility for participating in the strategic plans for one or more campuses.	
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.	
<i>Decision Making:</i>	Highly Complex: Independent judgment is required to recommend departmental or school/center objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<i>Problem Solving:</i>	Problems are complex, varied and only mildly related to those seen before. Must be able to develop new and nonstandard approaches.	
<i>Internal Contacts:</i>	Regular contacts with internal persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships.	
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain specialized matters, or work requiring continuing personal contact with the public involving the enforcement of rules, ordinances, policies and procedures.	
<i>Level of Supervisory Responsibility:</i>	Responsible for supervising multiple functions with full responsibility for effective planning, operation, and results of those departments.	
<i>Nature of Work Supervised:</i>	Nature of work supervised requires training and experience, a thorough knowledge of departmental or college activities.	
<i>Job-Related Knowledge:</i>	Multiple Professional Skills: Requires extensive knowledge in several professional disciplines and is able to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational and/or business knowledge to manage a major area of the College. May act in a consultative capacity using broadly recognized expertise.	
<i>Innovation/Creativity:</i>	Work requires the development of innovative methods, procedures, products or systems. This is a significant part of the job and results generally affect multiple departments and/or campuses.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	