

# Assistant Controller

We are currently seeking a talented Assistant Controller to take ownership of the day to day Accounting activities of the College. The Assistant Controller is a full-time hands-on administrative position reporting directly to the Controller.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsibility for the accounting activities of the College including unrestricted, temporarily restricted and permanently restricted funds.
- Maintain the College's books and fiscal records in accordance with Generally Accepted Accounting Principles as they apply to private, non-profit educational institutions.
- Close the fiscal accounting system within 20 working days following month end.
- Establish, maintain, and enhance accounting systems, policies, and procedures.
- Provide timely and accurate financial statements and reports.
- Insure that adequate internal controls are in place to safeguards the College's assets.
- Oversees and coordinates with regulatory and independent auditors examining the College financial records.
- Oversees Campus Store operations and supervises the Campus Store Manager.
- Oversees the Purchasing office and directly supervises the Purchasing Coordinator.
- Supervises the Accounting Office including the Senior Accountant, Accounting Associate, Accounts Payable/Student Loan Accountant, and work study students.
- Oversee payroll and maintenance of the system – working closely with Human Resources.
- Responsible for year end tax filings – 990, 199, 550, 571L (business Property Statements), 1099's, 1098T.
- Recommends to the Controller appropriate changes relating to the College's books and fiscal records.
- Shares responsibility for the formulation and implementation of appropriate accounting systems, policies and procedures.
- Provides timely and accurate financial statements and reports to the Controller as required.
- Takes responsibility for internal controls and procedures with respect to College Assets.
- Insures that restrictions on temporarily restricted and permanently restricted funds are met.

## QUALIFICATION REQUIREMENTS:

Our successful candidate will have a Bachelor's degree in Accounting or related field from an accredited College or University along with at least three years related accounting and one year supervisory experience. Additional qualifications include:

- Proactive self starter
- Master of excel skills including system knowledge of import/export tools
- Knowledge of cash management oversight
- Extreme attention to detail that results in accurate reporting
- Knowledge of federal and state regulations regarding Payroll
- Knowledge and understanding of Generally Accepted Accounting Principals
- Understanding and knowledge of higher education accounting
- Excellent writing skills
- Multi tasking capability
- Ability to follow up on outstanding items
- Professional

Qualified candidates are encouraged to send their resume along with a short cover note conveying why they feel they would be an excellent candidate for this position. **Please include salary expectations** along with your resume and cover note.

SCCO is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Please send resumes to: [humanresources@scco.edu](mailto:humanresources@scco.edu)