

# SOUTHERN CALIFORNIA COLLEGE OF OPTOMETRY

## Controller

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

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

I. Planning, directing and coordinating all accounting operational functions 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 calendar days following month end.
- Establish, maintain, and enhance accounting systems, policies, and procedures.
- Provide timely and accurate internal and external financial statements and reports.
- Insure that adequate internal controls are in place to safeguards the College's assets.
- Insure that restricted funds are handled properly and that satisfaction of donor restrictions is appropriately documented. (VP for Institutional Advancement must supply donor restrictions)
- 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 area and supervises the Purchasing Coordinator
- Hiring, training, and retaining Accounting and Campus Store Staff including the Staff Accountant, Purchasing Coordinator, Accounting Clerk, Accounts Payable/Student Loan Accountant, Campus Store Manager and work study students.
- Oversee payroll, including payroll tax filings, and maintenance of the system – working closely with Human Resources.
- Responsible for monthly, quarterly, and year end regulatory filings – included but not limited to 5500, 990, 199, 550, 571L (business Property Statements), 1099's, 1098T.
- Responsible for record retention policy and maintenance.

2. Recommends to the VP for Financial Affairs & CFO appropriate changes relating to the College's books and fiscal records.

3. Primary responsibility for the formulation and implementation of appropriate accounting systems, policies and procedures, including taking a leadership role in the selection and implementation of all College fiscal computer systems.

4. Provides timely and accurate financial statements and reports to the VP for Finance & CFO as required.

5. Takes primary responsibility for internal controls and procedures with respect to College Assets.

6. Insures that restrictions on temporarily restricted and permanently restricted funds are met.

7. Carries out all other related responsibilities as may be assigned by the VP for Financial Affairs & CFO or President.

### **QUALIFICATION REQUIREMENTS**

The successful candidate will have a Bachelor's degree in Accounting or related field from an accredited College or University; MBA or CPA preferred, and seven years related accounting, including two year supervisory experience.

Additional qualifications include:

- Knowledge of Generally Accepted Accounting Principles as they apply to private, non-profit educational institutions
- Non-profit experience desired
- Higher Education experience highly preferred
- Proactive self starter
- Polished interpersonal skills; effective communicator, both oral and written
- Knowledge of cash management oversight
- Knowledge of risk management oversight
- Extreme attention to detail that results in accurate reporting
- Knowledge of federal and state regulations regarding insurances, annuities, endowments, pensions, student loans, research grants, and contracts
- Knowledge and understanding of the Uniform Prudent Management of Institutional Funds Act (UPMIFA)
- Understanding and knowledge of accounting for endowed funds
- Master of Excel skills; proficiency with MS Office
- Multi tasking capability

Qualified candidates are encouraged to send their resume along with a cover note conveying why they feel they would be an excellent candidate for this position. **Please include salary history and expectations** along with your resume and cover note. Please send resumes / cover letters to: [humanresources@scco.edu](mailto:humanresources@scco.edu)

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