



POSITION ANNOUNCEMENT

Controller

(Anticipated Opening)

Position Description: The Controller is a full-time, twelve-month appointment and reports directly to the Vice President for Administration.

Job Duties: The Controller is responsible for the daily Business Office operations of accounting, purchasing, accounts payable, payroll, telephone/switchboard and mail room. The Controller maintains current knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements and administers appropriate fiscal policies and internal controls, ensuring compliance with applicable State and Federal laws. The Controller also performs other administrative duties as assigned by the Vice President for Administration.

Job Description:

- Supervise Business Office employees including persons working in the areas of accounting, purchasing, accounts payable, payroll, telephone/switchboard, mail room
- Responsible for assisting in the preparation of financial statements for the College and for the ANC Foundation
- Responsible for preparing and/or overseeing preparation of various State and Federal accounting reports, including grant reporting, ensuring that all report deadlines are met
- Administer and execute AASIS draw-downs, fund center transfers, and reimbursement requests, including State Treasury monies, general improvement funds, and Federal funds
- Perform customer service functions, as needed, including receiving student payments, posting to student accounts, and preparing receipts
- Conduct banking and financial transactions, including bank deposits and investment of funds
- Review and execute accounts payable and payroll checks
- Institute, modify, and oversee billing and fee codes
- Investigate accounting questions
- Monitor outstanding receivables
- Ensure compliance with State purchasing regulations
- Perform all necessary advance year-end closing and student billing procedures, closing journal entry preparation, and billing/accounting system cycle-reinstitution procedures
- Function as primary liaison with Arkansas Division of Legislative Audit and Arkansas Department of Finance & Administration

- Perform other administrative duties as assigned by the Vice President for Administration

Qualifications:

Minimum requirements include a Master's degree in accounting, seven years of progressively responsible financial management and accounting experience, fund accounting experience preferred, and demonstrated skills in working with integrated financial accounting software. A thorough knowledge of Generally Accepted Accounting Principles, as well as Excel spreadsheet programming, will be required. The selected applicant will have strong analytical skills, integrity, effective oral and written communication skills, and excellent interpersonal and teambuilding skills.

Salary: Salary is determined by education and experience. A generous fringe benefits package is included.

Application

Deadline: Review of applications will begin immediately and continue until the successful candidate is selected. Interviews may occur throughout the application period.

Application

Procedure: To apply, send completed ANC application, letter of interest, resume, references, and transcripts and certification materials to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109.** Call (870) 762-3121 or email anc-hr@smail.anc.edu for more information.

Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

Date of Announcement:

October 10, 2017

ANC is an affirmative action, equal opportunity employer.