JOB DESCRIPTION

Position Title: Controller

Reporting Relationship: VP of Finance and Administration

Position Type: Exempt

Time Commitment: Full-time

Work Location: On-Site - Sunnyvale, California. 94089

Position Summary

The Controller position provides primary support to the VP of Finance in multiple aspects of Financial and Accounting Management, Collections Management and other duties assigned by the VP of Finance.

Other major functions include:

- Overseeing the daily accounting functions
- Establishing and maintaining accounting policies and procedures
- Preparation of accounting, budget entries and reports
- Preparing financial statements, analyses, and various reports
- Presenting results and recommendations to management using a variety of tools including Three Rivers CAMS Enterprise software which is the student information system for Cogswell Polytechnical College
- Sage 300 ERP which is the general ledger accounting system

This opportunity is an on-site, full-time, exempt position and reports to the VP of Finance. All qualified applicants need to be local to the Sunnyvale, CA location.

Responsibilities

The Controller’s duties include but are not limited to:

- Supervise all aspects of payroll, accounts payable, general accounting, accounts receivable and collections functions.
- Initiate, improve and maintain sound internal controls and accounting procedures. Review and evaluate internal controls for appropriate improvements at least annually.
- Ensure fiscal compliance with Federal, State, and other applicable policies.
- Perform a variety of professional and technical accounting duties in the preparation, maintenance and review of financial records and reports.
- Coordinate the month-end and year-end close process.
• Prepare monthly financial reports and annual financial statements and notes.
• Manage billing, payment and collection activities of the college.
• Coordinate the accurate and timely processing of student financial aid.
• Review and approve monthly bank and federal financial aid reconciliations

Knowledge and Skill Set Requirements:

• Supervise, train, motivate, review, and audit the work of designated accounting staff in assigned areas of responsibility; establish work procedures and processes; recommend improvements as appropriate; evaluate assigned staff and prepare employee performance reviews.
• Recommend and report on metrics for measuring financial and operating performance
• Advise and inform other departments on accounting policies and procedures, provide budget updates; and participate in various meetings.
• Maintain, reconcile, and balance assigned accounts and funds to the general ledger.
• Review, prepare and post journal entries to record various budget and accounting transactions.
• Coordinate external audits and prepare supporting detail necessary to perform annual audits.
• Prepare and/or review variance analysis of financial results.

Experience

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<th>The Controller must possess significant experience in the areas of accounting, and have an ability to learn and act quickly and competently.</th>
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<td>• Bachelor’s degree in Accounting and five to ten years of directly related experience in accounting and/or business management and the duties and responsibilities specified, preferably in higher education.</td>
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<td>• Ability to work effectively with multiple staff members at all levels.</td>
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<td>• Prior experience in the audit function.</td>
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<td>• Demonstrated ability to create budgets and forecasts.</td>
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<td>• Excellent interpersonal, presentation and facilitation skills.</td>
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<td>• Proven superior organization and follow-up skills.</td>
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<td>• Must possess a high level of accuracy and strong attention to detail.</td>
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<td>• Demonstrated ability to work in a highly dynamic organization, able to effectively multitask in a fast-paced environment, comfortable in a highly-accountable organizational culture.</td>
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<td>• Excellent public relations, oral and written communication and ability to communicate sensitive and/or complex information in a confidential and straightforward manner.</td>
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<td>• Must be a creative problem solver, accurate, detail oriented, self-directed, and able to handle a heavy workload.</td>
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Educational Requirements

B.S. Degree in Accounting

Out-of-the Ordinary Working Conditions

Flexibility with schedule and ability to work evenings and weekends as needed

Americans with Disability Specifications

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

| Work Environment | Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not exposed to weather conditions or any other harmful environmental conditions. The noise level in the work environment is usually moderate. |

**EEOC Statement**

It is the policy and practice of the Institute to provide equal employment opportunities for all employees and applicants. Employees and applicants are evaluated on individual merit, qualifications and competence. Programs will be administered without regard to race, color, creed, religion, sex, national origin, ancestry, age, sexual orientation or the presence of any sensory, mental or physical disability, the use of a trained dog guide or service animal, or any other characteristic protected by federal, state or local law. This policy is carried out in all of Cogswell’s practices involving employment, including recruitment, hiring, promotions, transfers, compensation, benefits, training and disciplinary action.

**Special Instructions:**

For consideration, please fill out required application at the link below. Include a cover letter and curriculum vitae.

[https://home2.eease.adp.com/recruit/?id=14361812](https://home2.eease.adp.com/recruit/?id=14361812)

Questions regarding the position may be directed to Ken Banks, VP of Finance and Administration [kbanks@cogswell.edu](mailto:kbanks@cogswell.edu).