



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

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| Position classification: NUNC Date created or revised: 4/25/2024 Exempt/Non-Exempt Status: Exempt Responsible individual: No Campus Security Authority: No |
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Title: Controller
Status: Full-time, 35 hours per week
Grade: 18
Union Affiliation: NUNC (Non-union/Non-classified)
Reports To: Vice President for Administration and Finance

PRIMARY PURPOSE:

Serve as a senior financial officer for the College responsible for the following: external and internal financial reporting, coordination of the College’s business offices, maintaining integrated administrative systems, developing and maintaining acceptable levels of administrative and internal control, and devising and implementing the best acceptable business practices.

DESCRIPTION OF DUTIES AND TASKS:

Essential Job Functions:

- Oversee the day-to-day operations of the Accounting (including research accounting), Purchasing, Bursar, Payroll and Student Loan offices.
- Develop, maintain, and monitor sound systems of financial internal controls for all college processes, policies, and procedures to ensure the protection of College assets.
- Prepare, analyze, interpret financial statements or analyses for management, and/or review by governing boards.
- Prepare the College’s annual financial statements in accordance with GASB principles. Statements will include all funds under the purview of the College.
- Provide leadership to assure best-practices performance in all areas of the college’s financial functions.
- Research and develop the overall design, maintenance, and compliance reviews of basic internal fiscal controls supporting the integrity, accuracy, and timeliness of financial data.
- Prepare monthly reports of financial operations for use by senior administrators. Reports will include discussions, analysis, and forecasts.
- In conjunction with Institutional Research, responsible for all external reporting of financial information.
- Develop and maintain an effective overall cash management and as needed confer with financial institution representatives.
- Monitor all College investments with particular emphasis on compliance with the investment policy of the College.

- Serve as principal reviewer of grant and program proposals and have primary responsibility for development of the College's indirect cost proposal.
- Work closely with the College Budget Officer regarding external and internal reporting and other strategic matters and serve primary role in insuring budgetary control over financial operations.
- Serve as a major resource in the development and execution of College financing and certain contractual and agreement issues.
- Collaborate on a continuous basis with State, University and Community College controllers.
- Serve as principal risk manager for the College.
- Represent the Vice President for Administration and Finance when appropriate.

Occasional Job Functions:

Perform other duties as assigned by the Vice President for Administration and Finance.

REQUIRED QUALIFICATION STANDARDS:

Education:

A Bachelor's degree in business, accounting, or related field and a current Certified Public Accountant (CPA)

Experience:

- A minimum of ten years of experience in accounting.
- At least three of those years of experience in public accounting *and/or* budgeting and finance AND at least three of those years' experience as a senior level manager directing the financial operations of a relatively large business or entity.
- Experience with sponsored research accounting or similar demonstrated experience with federal sponsored awards.

Skills, Knowledge, and Abilities:

- A working knowledge of Governmental Accounting Standards (GASB).
- Demonstrate a thorough knowledge of acceptable business/accounting practices and indirect cost principles.
- Ability to read and interpret financial statements and financial contractual documents and agreements.
- Ability to prepare financial statements and analyze and forecast financial data.
- Ability to effectively direct multiple functions, departments, and personnel.
- Excellent communication, writing, presentation, and interpersonal skills.
- Ability to effectively motivate and inspire subordinates.
- Ability to travel within the state and region in order to participate in meetings and conferences as needed.

PREFERRED:

- Significant experience in higher education and/or state government administration and a thorough understanding of federal and state administrative procedures.
- High proficiency in the use of business information systems.
- Organizational leadership skills.
- Strong interpersonal and communication skills, both verbal and written.
- Experience with and enthusiasm for advancing ideas and programs in a shared governance environment.
- Experience managing staff in a union and non-union environment.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.