| Date | Position # | Position Title | Reports To: |
| --- | --- | --- | --- |
| 06/20/2024 | FA9507 | Assistant Controller | FA9955 |

|  | | For HR Use Only | | |
| --- | --- | --- | --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Financial Services | Accounting | G3 | 11-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:** | **Bargaining Unit:**  AFT | **Non-Bargaining:** | **Provisional/Grant Funded:** | **Temporary/Limited Duration:** |
| --- | --- | --- | --- | --- |

| **Individual Position:** | **Full-Time (40 hrs/wk):** | **Part-Time:**  \_\_\_\_ Hrs/Week | **Pooled Position:** | Type here **# of Employees if this position is pooled.** |
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| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| The Assistant Controller is responsible for the daily operation and supervision of the grants accounting staff. This position oversees all of the restricted fund transactions in the College ERP systems and ensures that all postings are accurate and funds reconciled. Restricted funds include those allocated from Federal, State, local or private sources. This position manages and participates in the monthly close process which includes extensive data analysis, account reconciliations and required grant reporting schedules. This position has an active role in the annual financial audits and granting agency audits and reviews. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| FS9770, FS9656 |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions. |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 25 | 1 | Manage the daily processing of all College restricted fund transaction postings. Ensure that the data in the restricted funds balance is in the general ledger. Analysis and verification of general ledger data to balance sheet and fund reconciliations. Maintain files as needed for the required timeframe. |
| 25 | 2 | Supervise grants accounting staff by monitoring work flow, resolving problem situations, answering customer questions, and completing employee reviews. |
| 10 | 3 | Manage the monthly close process for the LCC Foundation. Reconcile LCC Foundation general ledger. Review and ensure reports are provided to the Foundation per the month end close schedule. |
| 10 | 4 | Participate in the College fiscal year-end duties including preparing year-end audit workpapers, ensuring all annual entries are processed and posted, final reconciliation of restricted funds, and assist the Controller with auditor requests and questions. |
| 10 | 5 | Participate in the Foundation fiscal year-end duties including preparing year-end audit workpapers, ensuring all annual entries are processed and posted, reconcile the Foundation funds with the Foundation staff, and assist the Controller with auditor requests and questions. |
| 10 | 6 | Review and approve grants billing requests and ensure they are met by the grantor’s timelines. |
| 5 | 7 | Update existing procedural documentation and guidelines. Educate College staff on grant financial information and requirements. Identify reporting and process improvements. |
| 5 | 8 | Complete various system testing including for upgrades and implementations. |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable. |
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| KNOWLEDGE: *Technical, specialized, disciplinary, industry-specific and/or operational knowledge or understanding required in your job*   * Knowledge of generally accepted accounting principles. * Knowledge in operations of accounting and financial reporting functions. * Knowledge of all federal, state, and private grant compliance requirements including Single Audit provisions per the uniform guidance. * High proficiency in technology based financial management information systems applications, and Microsoft Office applications. * Working knowledge of systems improvement practices to streamline processes and improve performance.   COMMUNICATION/INFLUENCE: *Requirements for listening, verbal communication and/or written communication with others, and/or for educating, training, persuading, serving and/or otherwise influencing “customers”.*   * Supervisory and leadership skills and abilities. * Ability to clearly communicate complicated financial issues verbally and in writing to internal and external stakeholders. * Provide excellent customer services to internal and external customers.   PROBLEM SOLVING: *Thinking required by the job for evaluating, analyzing, creating, and reaching conclusions and the need to identify obstacles and develop applicable solutions.*   * Ability to analyze data and complex situations, review alternatives and recommend solutions to the Controller. * Ability to independently prioritize, manage, and complete multiple tasks within the required time-frame * Ability to listen to staff and work through personnel issues and concerns with sensitivity and equity.   LEADERSHIP:  *Required ability to manage people, department(s) and/or operations and/or provide guidance/counsel to others.*   * Ability to motivate staff to achieve individual and collective objectives. * Ability to plan, communicate and lead large projects. * Ability to facilitate an environment that fosters teamwork, collaboration, and accountability.   OTHER: *Other applicable skills and abilities not mentioned above.*   * Excellent organizational skills and ability to balance multiple priorities and objectives. * High level of accuracy with attention to detail. * Ability to work effectively with a diverse community |
|  |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job. |
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| **Required**   * Bachelor’s degree in Accounting or related field from a regionally accredited college. * Demonstrated experience working with general ledger and fund balance reconciliations, and data analysis. * Leadership and supervisory experience. * Significant experience working with integrated financial systems and Microsoft Office products, specifically Excel.   **Preferred**   * Experience in governmental fund accounting highly recommended. * Experience in higher education, governmental entity, or non-profit. * Experience working with grants and restricted funds. |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
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| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
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| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Megan Garrett **Supervisor’s Signature:** \_ **Date:** \_\_2/12/2024\_

**ELT’s Name:**  Donald Wilske **ELT’s Signature:**ELT Signature
Donald Wilske **Date:** 2/13/2024

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_Sydney Glasscoe\_ **Date:** \_2/15/2024\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** FS9697 **Date:** **8/8/2023 Supervisor’s Position #:** FA9890

## **Materials Used:**

Computer keyboard, mouse, screen

Various software

Telephone, cell phone, mobile device

Paper and pencil/pen

Projector or other audiovisual equipment

Copier, scanner, fax

Carpentry equipment

Electrical equipment

Plumbing equipment

Other: Click or tap here to enter text.

## **Mental Functions:**

Comparing (compare/contrast data, people, other data)

Synthesizing (combine data, concepts, interpretations)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, other data)

Copying (entering, posting, transcribing data)

Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

Near acuity (at 20 inches or less when accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3 dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up/down and right/left)

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

Medium (exert 21-50 lbs of force, walk/stand frequently)

Heavy (exert 51-100 lbs of force, walk/stand routinely)

Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

Weather (rain, snow, wind)

Extreme cold (inside, outside)

Extreme heat (inside, outside)

Confined/restricted spaces

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

Vibrations

Extreme noises