

**PARIS JUNIOR COLLEGE DISTRICT  
JOB DESCRIPTION**

**TITLE:** Controller  
**DEPT:** Business Office  
**CLASS:** Administration

**SALARY LEVEL:**  
**JOB CODE:**  
**FLSA STATUS:** Exempt  
**RETIREMENT ELIGIBILITY:** ORP/TRS

**PURPOSE:** Manage Business Office activities in such a way as to ensure maximum operational efficiency.

**REPORTS TO:** Dean of Business Services

**SUPERVISES:** Staff Accountant  
Clerk D, Accounts Payable  
Clerk C, Accounts Receivable  
Student assistants/Work Study Students

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**MINIMUM QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

1. Knowledge of Texas Statutory Requirements.
2. Working knowledge of computer-based financial systems.

**Education, Experience, and Licensure**

1. Bachelor's degree in accounting; Certified Public Accountant license preferred.
2. Five years work experience in the area of accounting and internal control.
3. Supervisory experience preferred.

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**MAJOR JOB RESPONSIBILITIES**

**Essential Job Functions**

1. Maintain proper system of accounting and internal controls.
2. Direct and supervise college business office operations and procedures including:
  - a. Account for student-based revenue
  - b. Ad valorem tax revenue

- c. State appropriations
  - d. Expenditures
  - e. Accounts payable
  - f. Accounts receivable
  - g. Payroll
  - h. Cashiering
  - i. General ledger actives
  - j. Financial aid accounting
3. Assign and delegate business office work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures; recommend to the Dean of Business Services the employment, assignment, and dismissal of personnel in areas of responsibility.
  4. Direct and supervise the operations of student accounts receivable including tuition & fees, installment plan, room and board, scholarships, student loans, state and federal finance aid, and other 3<sup>rd</sup> party payers.
  5. Direct and control cash disbursements including student, vendor, faculty, staff, accounts payable, and payroll, and classification of all college expenditures.
  6. Prepare and submit financial and statistical reports required by federal, state and local government regulatory agencies relating to areas of responsibility including, but not limited to:
    - a. monthly budget/expenditure reports for disbursement to dean.
    - b. financial reports for Board of Regents.
    - c. quarterly special project reports.
    - d. annual financial statements.
    - e. quarterly investment report
  7. Prepare reimbursement requests for federal, state, and other financial aid programs.
  8. Work closely with the college's student financial aid department in administering student loans, scholarships, state and federal financial aid; assist in required reporting.
  9. Assist in preparation of college records for independent audit.
  10. Assist in financial statement and annual report preparation.

11. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel, using appropriate vocabulary free from excessive profanity and slang, displaying use of good judgment, tact, and discrimination, treating records, information, materials, and office concerns in a confidential manner.
12. Demonstrate knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.
13. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

### **Marginal Job Functions**

1. Spreadsheet applications as necessary.

### **SPECIFIC EQUIPMENT AND MATERIALS USED**

1. Must be computer literate and have knowledge of mainframe and personal computer operations, knowledge of 10-key calculators, knowledge of spreadsheet software, preferably Excel.

### **ESSENTIAL PHYSICAL TASKS**

1. Must be able to accommodate frequent (40-80%) of time sitting, reaching, and keyboarding.
2. This position is security-sensitive.

### **ENVIRONMENTAL DEMANDS**

1. This position is 100% indoor activity.
2. This person may be asked to work overtime (minimum) and to work during student registration.
3. The position has frequent (40-80%) client/customer contact.