



# Trinity Valley Community College

## Job Description

### Assistant Controller

#### **COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

Perform financial administration and analysis, policy compliance, internal control, and other skilled accounting duties pertaining to the recording and reporting of the college's fiscal operations. Assist the Controller in supervision of Business Office processes.

#### **REPORTS TO:**

Director of Accounting Services/Controller

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

Bachelor's degree in Accounting, Finance, Business Administration or related field

##### **PREFERRED:**

Master's degree and CPA

##### **EXPERIENCE REQUIRED:**

Six (6) years of progressive experience in Accounting or Finance required including three (3) years in a supervisory capacity. Experience in higher education or public accounting.

##### **OTHER LICENSES OR CERTIFICATIONS:**

None

##### **KNOWLEDGE AND SKILLS REQUIRED:**

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Bookkeeping
- Basic Math
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Compliance Law
- Administrative practices

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

##### **RESPONSIBILITIES:**

- Provide technical expertise to Business Office staff in all areas.
- Manage and analyze general ledger.
- Manage the cash receipts, deposits, revenue recognition, disbursements and accounts payables processes. This may include daily cash proof and preparation of bank deposits.

All TVCC positions are security sensitive and require a criminal background check.



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- Review banking transactions via bank's on-line system; record electronic payments and receipts as necessary.
- Perform Positive Pay verification via bank's on-line system.
- Assist in monitoring compliance with college operating budget.
- Manage the cash monthly and year-end closing processes, including review and analysis of general ledger transactions, budget transactions, internal financial management reports, and period close.
- Calculate and record monthly employee benefits expense allocation by cost element category.
- Reconcile bank and merchant credit card account transactions to the general ledger.
- Assist with Payroll/Benefit related general ledger account reconciliations.
- Coordinate the 1099-MISC process in January of each year working closely with Accounts Payable to ensure adherence to Federal reporting requirements and coordinate the printing and mailing of forms to vendors; track and resend forms as necessary
- Prepare monthly financial package for the Board of Trustees.
- Prepare and submit monthly Texas Sales and Use Tax Report.
- Assist Controller in annually identifying, capitalizing and depreciating the college's fixed assets in accordance with GAAP and THECB guidelines.
- Update the fixed assets system annually to capitalize and depreciate the college's fixed assets.
- Analyze, monitor and record property tax transactions and reconcile property tax statements.
- Prepare and analyze other financial reports as needed.
- Assist Controller in financial system enhancement efforts and implementation of new components of ERP system (Colleague/Touchnet).
- Recommend enhancements to policies and procedures; implement upon approval by the Controller and CFO.
- Assist with budget system as required.
- Manage multiple projects and effectively prioritize work based on business need.
- Assist with grant accounting, reporting and analysis as needed.
- Assist in preparation of college records for annual independent audit.
- Serve as the back-up resource for the Senior Accountants and Controller as needed.
- Other duties as assigned by the Director of Accounting Services/Controller or other supervisory personnel.
- Maintains confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.

#### WORKING CONDITIONS:

#### TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine

#### PHYSICAL DEMANDS:

- Requires: Reaching, Walking, Finger dexterity, Grasping, Talking, Hearing, Seeing, Repetitive Motions, Sedentary Work , Computer Work
- Subject to: Standing
- May need: Light Work

#### MENTAL DEMANDS:

- Environmental: Less than 25% of the time
- Emotional control under stress: More than 50% of the time
- Frequent interruptions: More than 50% of the time

#### OTHER DEMANDS:

None

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**Job Description**  
**Assistant Controller**

*The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date

Approved: 8/25/2020

Revised: 10/15/2021

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	C
<b>FLSA Status:</b>	Exempt	<b>TVCC Job Code:</b>	1805
<b>DBM:</b>	D	<b>Travel Required:</b>	Less than 25% of the time
<b>IPEDS/SOC CODE:</b>	13-2011	<b>Employment Status:</b>	Full Time
<b>BLS SOC #:</b>	250	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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