



Trinity Valley Community College
Job Description
Director of Accounting Services and 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:

Responsible for stewardship of the college's financial accounts and records, preparation of its financial statements under GAAP, GASB and THECB guidelines, tax filings and compliance, and effective internal control systems. Provides accounting services to all TVCC campuses. Oversees financial administration of student-based revenue, ad valorem tax revenue, state appropriations, expenditures, accounts payable, accounts receivable, cashiering, general ledger activities, financial aid accounting and grant accounting.

REPORTS TO:

Vice President of Administrative Services and CFO

SUPERVISES:

Accounting Services department

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Bachelor's Degree in Accounting, or closely-related field with relevant work experience.

PREFERRED:

Master's Degree in Business Administration or related field

EXPERIENCE REQUIRED:

Eight (8) years' work experience in the area of accounting and financial control systems and supervisory experience.

OTHER LICENSES OR CERTIFICATIONS:

CPA preferred

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- GAAP, GASB, NACUBO.
- 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:

- Direct and control cash disbursements including student, vendor, faculty, staff, accounts payable, and classification of all college expenditures.

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



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- Act as Co-Investment officer and insure compliance with the Public Funds Investment Act.
- Manage chart of accounts including creation and maintenance of account codes, fund and IPEDS classification in adherence with THECB and DOE guidelines.
- Work closely with the college's student financial aid department in administering student loans, scholarships, state and federal financial aid; assist in required reporting.
- Together with the Senior Business Analyst and the CFO, analyze and insure the overall accuracy and completeness of the college's financial records.
- Remain current on accounting and tax pronouncements through self-directed professional reading, developing professional contacts with colleagues across institutions and attending professional development conferences and seminars.
- Prepare and provide general oversight of the Accounting Services budget.
- Perform accounting procedures to identify, capitalize and depreciate the college's fixed assets in accordance with GAAP and THECB guidelines on an annual basis.
- Ensures timely and accurate preparation of college annual financial reports, including forms and schedules, reporting to the THECB and annual tax information reporting. Preparation of work papers, schedules and support for independent audit.
- Assign and delegate business office work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
- Assist with the continued development and design of the college's integrated financial information computing and technology systems.
- Maintain and update the Catalog and Business Services webpage related to financial policies.
- Other duties as assigned by the Vice President of Administrative Services & CFO.

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls departmental expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

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

PHYSICAL DEMANDS:

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- 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

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: 7/18/01

Revised: 2/10/2022

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1452
DBM:	E	Travel Required:	Less than 25% of the time
IPDEDS/SOC CODE:	11-3031	Employment Status:	Full-Time
Salary Grade:	285	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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