

# Controller

## at Northwest Florida State College



<b>Position:</b>	<b>Controller</b>
<b>Department:</b>	<b>Finance</b>
<b>Hours:</b>	<b>Full-Time, 12 Month Position</b>
<b>Classification:</b>	<b>Administrative I</b>
<b>Salary:</b>	<b>\$49,500.00—\$79,600.00</b>
<b>Location:</b>	<b>Niceville Campus</b>
<b>Application Deadline:</b>	<b>Open until filled.</b>

### Qualifications

- Bachelor's degree in Accounting or Finance with a minimum of 30 hours in Accounting required.
- Masters degree in Accounting/Florida CPA preferred.
- Five years work experience in Governmental, not-for-profit Accounting or Governmental Auditing.
- Five years of supervisory experience.
- Previous work experience with automated accounting systems.
- PC experience and working knowledge of spreadsheets, database, and word processing programs (i.e. Excel, Word, Access, Outlook, and PowerPoint).
- Experience working in the Florida College System.

### Duties and Responsibilities

- Maintain budgetary and accounting control over all major fund groups including preparation of associated budget amendments and reallocations, verifying fund availability for expenditure transactions, preparing and/or correcting journal entries, etc.
- Approves the Disbursement of all College held funds through Accounts Payable and Payroll.
- Work with Business Office Manager to reconcile the daily bank deposit with the daily Student Fee Receipts report to the General Ledger amounts.
- Approves and post all manual journal entries for all fund groups.
- Maintain the College's bank accounts including monthly account reconciliation, review cash requirement and transfers funds necessary for Operations, with notification to Vice President of Business Operations and Finance and the President.
- Review all Federal, State, Local and Internal reports involving fund groups.

### Duties and Responsibilities - *continued*

- Work with Accountants and Accounts Payable staff to maintain General Ledger and Payable sub ledger reconciliations.
- Approve the College capital equipment inventory.
- Reconcile printed checks with approved cash requirements.
- Prepares the State Annual Financial Report and MD&A according to GASB and State Statutes.
- Prepares the State Annual Cost Analysis and IPEDS submissions
- Prepares monthly, and on special request, budget control and financial analysis information for use by College Administration or Board of Trustees.
- Supervise Staff Accountants, Payroll, Accounts Payable, Travel and Business Services support staff.
- Directs College's annual budget development process and serves on the Administrative Budget Committee.
- Prepares the State annual budget report submission for Board of Trustee approval.
- Monitors GASB Pronouncements and State Statutes to ensure fiscal compliance.
- Coordinates with the State Department of Education (State College Division) on matters of fiscal processes and reporting requirements and notifies the Vice President of Business Operations and Finance of all communications.
- Provide college-wide leadership in establishing and maintaining proper internal controls.
- Work with the State auditors during the annual college audit.
- Monitor the departmental activity calendar and insure that all scheduled tasks have been completed.
- Perform other duties as assigned by the Vice President of Business Operations and Finance.

### Apply Now

Provide a complete application package that includes **all** of the following:

- NWF State College Application
- Copies of transcripts. (*All degrees must be from a regionally-accredited postsecondary institution.*)
- Resume
- A cover letter explaining why you consider yourself qualified for this position

To apply for this position, please visit our website: <https://www.nwfsc.edu/about/human-resources>, or Human Resources, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578 (Tel. #850-729-5365). NWFSC offers an excellent fringe benefit package. If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant grievance should be addressed to the Human Resources Director. NWF State College prohibits any form of discrimination on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, pregnancy, genetic information, or gender in any of its programs, services, or activities. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWF State College is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace.

**NORTHWEST  
FLORIDA  
STATE COLLEGE**