Under the direction of the Vice President of Business Affairs, the Controller shall:

1. Act as Equal Employment Opportunity Officer and be responsible for support staff records and procedures.

2. Prepare adjusting, closing and reversing entries at the end of the fiscal year in order that year-end financial statements will accurately reflect appropriate revenue and expenditures.

3. Prepare periodic financial statements to inform the Board of Trustees and Administration of the condition of the various revenue and expenditure accounts.

4. Prepare monthly reconciliations of receivable accounts.

5. Prepare monthly reconciliations of the various bank accounts. Prepare adjustments as may be appropriate to maintain each of the several accounts.

6. Prepare periodic reports of cash on hand available for investments.

7. Prepare periodic forecasts of cash flow requirements.

8. Prepare estimates of revenue from various sources for budget forecasts.

9. Prepare estimates of expenditures for salaries and wages, services, supplies, utilities, etc., for budget purposes.


11. Assist the Director of Financial Aid with the annual Fiscal Operations Reports and requests for financial aids funds.


13. Coordinate accounting procedures with the Data Processing area and become acquainted with all electronic data processing equipment used by the College.


15. Be responsible for payroll procedures, audit of the payroll distribution accounts, and for the preparation and distribution of pay checks.

16. Assume responsibility for maintaining a current inventory of moveable equipment and maintain control over movement of equipment between buildings and departments within buildings.


19. Other duties as may be required by the Vice President of Business Affairs.
2-26-73 (Title change and reclassification 6-10-76; revised 6-22-81; 1-10-83; 10-25-93; 11-99)