



JOB DESCRIPTION

TITLE: Controller

SUPERVISOR: Vice President for Finance and Administrative Services

JOB OBJECTIVE: Maintain the accounting records and prepare reports requested by State and Federal agencies for Nashville State Technical Community College, Tennessee Technology Center at Dickson, and Tennessee Technology Center at Nashville and perform related work as required.

ESSENTIAL JOB FUNCTIONS:

- A. Review all procedures in the Business Office and suggest changes and/or revisions as appropriate to follow generally accepted accounting principles
- B. Obtain a thorough knowledge of accounting for SEOG, PELL, and CWSP funds
- C. Prepare the year-end financial reports in accordance with Governmental Accounting Board Standards
- D. Request reimbursement and prepare financial reports for all funds for which contracts and/or restricted funds have been established and maintain a contract documentation depository
- E. Serve on Administrative Computer Client Committee as the Computer Center FRS contact person for information and problem resolution
- F. Distribute and reconcile monthly financial statements with divisional records
- G. Establish and maintain Accounting records for agency funds
- H. Review and approve Accounts Payable disbursement vouchers and monitor Accounts Payable year-end closing and TBR equipment reporting
- I. Schedule the activities of on-line entry operations
- J. Interview, train, and supervise accounting section personnel. Also act as Vice President for Finance and Administrative Services in the absence of the Vice President for Finance and Administrative Services
- K. Maintain the Accounting section budget
- L. Serve as Check Vault manager to access operating and payroll checks and check protector keys
- M. Assist in Student Registration
- N. Perform related duties as assigned by the Vice President of Finance and Administrative Services

MINIMUM JOB STANDARDS:

- A. Minimum of a B.S. degree in Accounting and five years' of applicable experience
- B. Knowledge of generally accepted accounting principles and their application and an understanding of applicable Federal and State laws
- C. Knowledge of technical/computer skills.

JOB LOCATION: The primary job location is the college's main campus. Occasional travel throughout the service area may be required.

EQUIPMENT: Use of standard office equipment, including a microcomputer, is required.

CRITICAL SKILLS/EXPERTISE:

- Knowledge of fund accounting financial report preparation
- Contract management expertise
- Ability to establish and maintain an effective working relationship with employees and the public
- Be team-oriented and have the ability to prioritize and to work on multiple and diverse projects with deadlines
- Ability to establish and maintain effective professional relationships with a diverse group of individuals, both internal and external

NON-ESSENTIAL FUNCTIONS: Marginal tasks performed include the operation of standard office equipment

SALARY: \$ - \$

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer