



UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

Employment Opportunities

Job Vacancy Announcement

Controller

UA - Pulaski Technical College in North Little Rock, Arkansas is accepting applications for Controller. The Controller will maintain accounting records, oversee financial and management reporting and monitor budget performance, develop and administer internal financial policies and procedures, evaluate and institute appropriate internal controls, ensure compliance with applicable Federal and state laws, and provide support on other related fiscal and accounting matters.

Reporting to the Vice Chancellor for Finance, this position is responsible for the leadership and management of general accounting and reporting, financial systems, cash management, accounts payable, payroll, accounts receivable, student accounts, cashiering and budgeting. The Controller has the responsibility for the integrity of the College's financial records.

GENERAL RESPONSIBILITIES:

- Maintains a system of financial accounting, auditing, reporting, and record keeping in accordance with policies and procedures set forth by the college, Governmental Accounting Standards Board (GASB), and National Association of Colleges and University Business Officers (NACUBO).
- Oversees annual Financial Statements and prepares the Comprehensive Annual Financial Report.
- Maintains the college's Chart of Accounts.
- Reviews, evaluates, and recommends improvements to the College's accounting systems and procedures.
- Plans and implements cross training and professional development of Business Office employees and coordinates financial and budget related training for College employees.
- Provides recommendations and assists with the annual and biennial budget process.
- Prepares construction reimbursements and reconciliations.
- Prepares internal and external financial reports for the Board of Trustees, Board of Visitors, Arkansas Department of Higher Education, Arkansas Department of Finance and the executive team of the college.
- Assures that customer service from the Business Office staff is of the highest quality.

- Supervises and evaluates Business Office personnel responsible for cash receipts, accounts receivable, student accounts, accounts payable, payroll, budget and financial reporting.
- Reviews all budget transactions to ensure expenditures are in accordance with state, county, federal, and institutional guidelines.
- Provides support to administration and budget managers in evaluating and administering their departmental budgets.
- Implement and/or oversee implementation of new programs and projects.
- Develops and evaluates departmental goals and objectives and establish and review policies and operating procedures.
- Monitors cash balances, interfund transactions, reconcile bank statements and subsidiary ledgers.
- Performs the monthly end closing and year end closing process in the ERP system including closing entries and the W-2 process.
- Maintains proper GL codes, creates reports, and reconciles, approves and posts transactions within the ERP System.
- Updates knowledge and skills through continuous training.
- Responsible for review of all checks and signing checks over the minimum threshold.
- Performs other duties as assigned.

Supervisory Responsibilities:

Manages two direct subordinates with a total of ten employees in the Business Office. The Controller is responsible for the overall direction, coordination, and evaluation of these departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting, Business Administration or a related field and at least 10 years of related work experience in Higher Education finance or accounting, or a related area. At least 5 years in a Manager, Director-level or Controller position. Proven leadership and organizational skills are required.

PREFERRED QUALIFICATIONS:

- Master's degree in Business, Accounting, Finance or related field.
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA).

DEADLINE: Open Until Filled

APPLICATION PROCEDURES:

Interested candidates should submit a UA - Pulaski Technical College employment application, resume and copies of unofficial transcripts to: UA - Pulaski Technical College, Office of Human Resources, 3000 West Scenic Drive, North Little Rock, Arkansas 72118.

http://www.uaptc.edu/human_resources/employment-opportunities

AA/EOE