



# BISHOP STATE COMMUNITY COLLEGE

## Position Announcement

Posted Date: March 25, 2020  
Closing Date: Until Filled

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**Position:** Comptroller

**Campus:** Main

**Job Summary:**

The Comptroller provides the leadership and management for all financial functions of the College including daily operations, financial reporting and related systems, develops and implements fiscal related internal controls and provides guidance on fiscal and internal policies and procedures to other institutional components designed to mitigate risk and to maintain compliance and control oversight. The Comptroller has lead responsibility for the coordination and management of the institution's annual financial audits as well as the preparation of the College financial statements. The Comptroller serves as the institutional liaison for external audits. The comptroller is responsible to provide leadership, training, and supervision to the Fiscal staff as well as providing support to the various College components on fiscal policies and procedures.

**Minimum Requirements:**

- Bachelor's Degree in Accounting from a regionally accredited college or university.
- Minimum of ten (10) years or more of progressively responsible financial management and accounting experience.
- Minimum of two (2) years of public institutional and/or governmental accounting experience.
- Minimum of four (4) years of supervisory experience to include the evaluation of personnel.
- Ten (10) years of experience in Accounting with three (3) years of the ten years specifically in Fund Accounting.
- Substantial detailed experience with developing charts of account and developing /maintaining financial software and ERP systems.

**Preferred Requirements:**

- Ellucian Banner Finance/Accounts Receivable experience.

**Required Knowledge, Skills, and Abilities and Essential Job Functions:**

- Serves as the Chief Accountant.
- Directs and coordinates the day-to-day operations of the Accounting staff.
- Maintains daily general ledger activities.
- Opens and closes reporting periods, maintains control of assigning new accounts and maintenance of chart of accounts.
- Oversees recording of financial records to appropriate accounts in proper periods.
- Ensures financial records and systems are maintained in accordance with generally accepted accounting principles (GAAP).
- Ensures work is accurate, timely and in accordance with GAAP/GASB.
- Responsible for all aspects of the general ledger including the preparation and recording of journal entries, bank reconciliations, depreciation & amortization schedules and the month-end close process.
- Manages the month-end close, year-end close, including reviewing complex general ledger accounting entries while ensuring appropriate expense and revenue recognition and performing high-level account analytics.
- Responsible for all day-to-day accounting functions to be completed on a timely basis, including coordination and processing of invoicing and collections, and accounts payable processing, accounts receivables processing.
- Coordinates with Dean of Finance the preparation of weekly, monthly and annual financial statements, financial reports, special analyses, and information reports.
- Manages payroll operations.
- Oversees payroll year-end reporting.
- Coordinates with Dean of Finance to prepare for financial audits in accordance with GAAS.
- Coordinates with Dean of Finance to establish and maintain internal controls and policies.
- Maintains knowledge of and implements accounting and internal control practices applicable to higher education with an emphasis on Generally Accepted Accounting Principles, Governmental Accounting Standards Board pronouncements, NACUBO requirements and state and federal regulations.

- Comply with all policies of the ACCS Board of Trustees, the ACCS Office, and the College.
- Assist the Dean of Finance in the preparation of financial reports such as financial statements (in accordance with GAAP), as required by the Alabama Community College System and the Alabama Department of Examiners of Public Accounts, including overseeing all year-end adjustments and journal entries to be approved by the Dean of Finance.
- Coordinates and assists in preparation of budget performance (monthly budget-to-actual reports), TREND Reports and various One ACCS reports.
- Review and recommend professional development necessary to remain current with the GASB, FASB, ACCS, U.S. Department of Education, Veteran's Administration, SSA, NACUBO and SACUBO standards.
- Assists in preparation of financial and statistical reports.
- Assists with coordination and preparation for financial audits.
- Reconciles GL accounts and bank accounts.
- Reviews schedules and journal entries monthly and at fiscal year-end.
- Reviews monthly sales tax forms.
- Reviews trial balances monthly to include preparation for annual year-end close.
- Reviews Petty cash reconciliations, journal entries, 941's, state reports, unemployment quarterly reports, and others as needed.
- Assists examiners of public accounts.
- Administers the plan for control of accounts receivable, accounts payable, cash receipts, and restricted funds.
- Oversees general ledger account related to salary and benefits. Records and/or accrues payroll and benefit related liabilities and expenses.
- Performs analyses to determine compensation and benefit related costs of employees.
- Performs reconciliation of the College's benefit plans by employee
- Work in a cohesive way with students, the President's Office staff, Dean, department heads, supervisors, faculty and staff to bring about positive interactions.
- Perform other duties as assigned by the Dean of Business and Finance, Vice President of Operations, and/or the President.

#### **Essential Job Functions:**

Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skill is required for keyboarding. Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

**Salary:** ACCS Salary Schedule C-1 (\$80,216-\$115,065)

#### **Application Procedure:**

Position announcements and employment applications are available at [www.bishop.edu](http://www.bishop.edu) and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603, or emailed to [humanresources@bishop.edu](mailto:humanresources@bishop.edu). Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted.

**Only complete application packets will be given consideration for employment.**

**A completed application packet consists of:**

- Completed Bishop State Community College employment application (must be signed)
- Letter of interest with reference to the position announcement
- Current resume
- Applicable Transcript (While an unofficial transcript may be submitted as part of the application packet, an official transcript must be received before the date of hire.)

#### **Application Deadline:**

A complete application packet must be received in the Office of Human Resources to be considered for employment. In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

**Other Information:**

The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and /or skills assessments. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College Systems Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. Bishop State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.