Associate Controller

<table>
<thead>
<tr>
<th>Division</th>
<th>Administrative Services</th>
<th>Department</th>
<th>Business Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification</td>
<td>Revised</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td>Janet Burnette</td>
<td>Position #</td>
<td>Job Class</td>
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Statement of Primary Purpose

Maintain financial accounting records consistent with the North Carolina Community College accounting policies and procedures and GASB

Classification

Professional, full-time, exempt

Essential Functions and Responsibilities

- Monitor, analyze and maintain financial transactions for a wide variety of grant programs
  - Track revenues and expenditures
  - Prepare and file (monthly/quarterly) required internal and external financial reports
  - Perform steps necessary for financial closeout of grant programs
  - Work closely with Sponsored Programs Compliance Coordinator to ensure accuracy of grant expenditures
  - Compile and record administrative costs for all grants
  - Maintain matching funds report for appropriate grants
- Supervise and assist with Accounts Payable and Accounts Receivable functions
  - Approve payment of invoices processed without a purchase order
- Assist with preparation of financial reports as required by the State Auditor's office and State Controller's office
- Prepare and file form 1098-T to the IRS
- Prepare and submit monthly/quarterly financial reports to outside agencies, such as, Lyndon B. Johnson CCC and Oconaluftee Job Corps for reimbursement
- Ensure transactions are accurately posted to the general ledger
- Prepare daily deposits and transfer to bank

Additional Duties and Responsibilities

- Assist VP for Administrative Services with duties as assigned
- Monitor expenditures
- Responsible for internal control of petty cash funds

Minimum Qualifications

<table>
<thead>
<tr>
<th>Education</th>
<th>B.S.B.A in Accounting</th>
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<tr>
<td>Knowledge and Skills</td>
<td>Accounting skills, proficient in Microsoft Excel, Word, or WordPerfect,</td>
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<tr>
<td>Physical Demands</td>
<td>Sitting long periods of time; Standing long periods of time during registration</td>
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</table>
## Associate Controller

### Licensing Requirement

### Working Conditions and Environment
(i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

### Equipment Operation
Office equipment

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.