

Southeastern Illinois College

Associate Dean of Fiscal Compliance/Controller

(Full-time administrative exempt position)

DIVISION: Business Affairs
LOCATION: Southeastern Illinois College Campus
REPORTS: Executive Dean of Administrative Services
BOARD APPROVED: December 7, 2021 / February 18, 2014

POSITION SUMMARY: Responsible for management of institutional financial compliance in fiscal matters that include Financial Aid and Scholarships, College accounting, financial statements and reports, accounting for grants and contracts, supervision of business office operations, supervision of financial aid operations, and all other financial activities within the College. The Associate Dean reports to the Executive Dean Administrative Services.

ESSENTIAL RESPONSIBILITIES: include the following. Other duties may be assigned.

1. Maintain ongoing internal audit procedures for Financial Aid, Business Office, Auxiliary Services, and Fundraising Activities.
2. Supervises business office functions of accounting, accounts payable, accounts receivable, purchasing, payroll, foundation accounting, and acts as backup as needed.
3. Supervises all Financial Aid functions and scholarship processes.
4. Responsible for the annual audit process, internal control and the preparation of year-end audit work papers. Responsible for the accuracy of the annual financial statements resulting in an unqualified opinion.
5. Responsible for the review of payroll and accounts payable payments.
6. Performs and/or supervises the reconciliation of bank statements and accounts.
7. Responsible for preparation of the Board of Trustees monthly financial reports.
8. Responsible for grant compliance (Federal Programs) and drawdown of grant funds.
9. Responsible for the oversight and management of the College's P-Card program.
10. Responsible for oversight of the College's cash management system and accounts.
11. Supervises the establishment and maintenance of the fixed asset inventory.
12. Proposes and administers fiscal policies and procedures.
13. Responsible for the implementation of new accounting standards and/ or accounting system changes including the chart of account updates based on the Illinois Community College Boards Fiscal Management Manual.
14. Responsible for the accurate recording of financial transactions and the review of all Journal entries.
15. Supervises the maintenance of business office files including retention and disposal policies and procedures.
16. May represent the College at state meetings and professional development conferences.

17. Performs other duties and committee work as assigned.

EDUCATION:

BS/BA in Accounting required, with a Master's Degree in Business or Accounting or CPA preferred.

QUALIFICATIONS:

3-5 years directly related experience in governmental and not-for-profit accounting principles desirable. Must have applied knowledge of accounting principles, federal audit compliance, and experience must reflect the ability to work with varied groups of personnel, including subordinates, peers, and administrative management. Must have excellent written and verbal interpersonal skills. Supervisory experience helpful.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. the employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.