

TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

Controller

PAY - \$85,000

JOB TYPE – Full-time

DEADLINE – Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT – Business Office

REPORTS TO – Vice President of
Administrative Services

The Controller will provide fiscal oversight for all Business Office and Auxiliary Enterprise Operations. They will collaborate with the Vice President of Administrative Services to ensure the College effectively manages its financial resources, aligning with its educational mission and improving institutional effectiveness. This role also involves active participation in relevant committees.

Qualifications:

Mandatory:

- Bachelor's degree in Business or Accounting.
- Three years of progressive experience in accounting.
- Excellent verbal, written, and interpersonal communication skills.
- Exceptional organization and time management skills.
- Ability to work independently.

Preferred:

- Master's degree in Business or Accounting.
- Experience in a public two or four-year educational institution within the State of Oregon.
- Knowledge of public sector accounting practices, including grant and fund accounting.
- Knowledge of Oregon Budget Law.
- Special licenses or certificates: Certified Public Accountant (CPA), Oregon State Certified Municipal Auditor's License, or Government Finance Officers Association certificate (GFOA).

Key Responsibilities:

Accounting:

- Prepare financial statements in compliance with GAAP for annual audits of the College and Foundation.
- Assists in annual audit preparation and in fulfilling auditor requests.
- Develop and implement software programs to enhance budgeting, accounting, and reporting processes.
- Ensure compliance with IRS, state, and local payroll tax rules and reporting.
- Assists in maintaining employee benefit programs' administrative operations.
- Oversees College payroll, including payroll taxes and annual reporting.
- Research, evaluate, and recommend financial and operational policies to enhance efficiency.
- Investigate and report on internal control issues, providing recommendations for resolution.
- Maintain and ensure compliance with internal control matrix.
- Prepare monthly bank reconciliations.
- Review Jenzabar systems affecting general ledger accounts.
- Supervise credit card use, including reordering, tracking changes, and preparing journal entries for credit card transactions.
- Maintain equipment inventory records, fixed asset inventory, and surplus property disposal.
- Correspond with IRS as necessary.
- Oversee Foundation preparations, including bank reconciliations, audit and taxes, and monthly financial statements.
- Provide coordination and oversight for Business Office services to the Bookstore, Food Service, Housing, Printing, Transportation, and the Caldwell Center.
- Supervise and evaluate assigned staff, recommending personnel actions regarding employment, salaries, and terminations.
- Review deposits.

Additional Responsibilities:

- Ensure budget system and account balances are monitored.
- Review, monitor, and act as the contact in providing grant financial reports/cash requirements for all College grants.
- Prepare necessary federal and state reporting.
- Provide oversight for maintenance and renewal of the College's indirect cost rate.
- Create and code requisitions as needed.
- Set up new accounts in general ledger and reconcile selected general ledger accounts.
- Create and manage journal and month-end entries.
- Perform account reconciliations of all balance sheet accounts.
- Supervise the preparation of 403(b) compliance reports.
- Act as a backup for drawdowns of federal, state and other funds.
- Serve as a backup for reviewing College accounts payable to ensure proper documentation and expense classification.
- Approve journals and month-end adjustments as needed.
- Assist in College responses to public information requests.
- Assist in maintaining the 5-year forecasting model.
- Maintain annual music licenses.
- Prepare Caldwell property tax exemption reports.

TERMS OF EMPLOYMENT

This is a full-time, Professional, exempt position.

BENEFITS

Benefits include medical insurance for employee and eligible dependents, Oregon retirement plan as well as 160 hours of annual vacation leave, 16 hours of annual personal leave and 8 hours per month of sick leave accrual.

APPLICATION PROCEDURE

A complete application file consists of the following:

- A letter of interest stating how you are qualified to perform the duties of the position.
- A resume
- College transcripts, if any (copies are acceptable at this time)
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

APPLICATION SUBMISSION: All application materials should be submitted or mailed to: HR@tvcc.cc or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

NOTE: If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures. The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities, or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839. Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.