

**JOB TITLE:** Director, Financial Services/Comptroller  
**DEPARTMENT:** Finance & Administration  
**LOCATION:** Union Campus  
**REPORTS TO:** Vice President, Finance & Administration

**FLSA:** Exempt  
**LEVEL:** 207  
**DATE:** 3/16/18; 09/25/2009

**POSITION SUMMARY:** Responsible for the fiscal operations of the College including all accounting functions such as payroll, accounts receivable, accounts payable, investments and cash flow, budget monitoring, and financial reporting at the direction of the Chief Financial Officer.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of bachelor's degree and five years related experience.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Prepare monthly financial statements for Board Book.
- Close the general ledger at year-end
- Coordinate the annual audit with external auditors
- Monitor daily cash, decide when and for how long to invest
- Prepare IPEDS Finance reports and DHE Budget Requests
- Monitor needs of Title III and IV programs and request money when necessary
- Responsible for payment of Construction fund invoices and all journal entries for the construction project
- Supervise all personnel assigned, recommending selection, retention, promotion and discharge as appropriate.
- Provide assistance with the development and preparation of the annual operating budget.
- Establish, direct and maintain accounting procedures that reflect Generally Accepted Accounting Principles (GAAP).
- Maintain system of internal control over College's financial transactions.
- Prepare documentation necessary for the Nursing Retention grant and Maintenance & Repair funds reimbursement.
- Make the bond payments as well as the entries needed yearly and for new issues.
- Decide what expenditures should be capitalized.
- Review general ledger accounts for accuracy.
- Responsible for the entries and reconciliation of the FFEL loan program.
- Make the entries and payment requests for the Performance Contract, Records DESE and state aid payments.
- Perform monthly bank transfer from Rolla bank.
- Analyze bad debt write-off in order to calculate monthly allowance.
- Responsible for the annual financial statements submitted to the auditors.
- Calculate the scholarship allowance for the yearly statements.
- Review daily requisitions for accuracy.
- Enter all other budgets into the system.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines. Current

knowledge of Generally Accepted Accounting Principles. Excellent organizational, analytical and planning skills. Ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion. Ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change with a positive attitude. Skill in budget preparation and budget management. Employee development and performance management skills. Ability to handle confidential material judiciously. Familiar with generally accepted accounting principles and fund accounting. Knowledge of financial statement preparation and the budgeting process. Familiar with auditing procedures. Thorough knowledge of statements prepared in accordance with the Governmental Accounting Standards Board. Ability to interpret statistical material. Ability to work on several projects at a time. Ability to communicate well, whether written or oral. Ability to work with interruptions. Ability to solve problems. Ability to prepare and analyze financial statements and reports. Availability to work or meet in the evenings and/or on weekends. Ability to travel out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operations of the colleges.

**LEADERSHIP and COMMUNICATION SKILLS:** Direct, manage, or lead others; may determine work procedures, assign duties, maintain harmonious relations, or promote efficiency; may develop and administer operational programs; and/or may write or present extremely complex papers and reports. Communicate with operational and functional leaders; read and interpret professional materials involving advanced bodies of knowledge. Ability to communicate effectively verbally and written to work with a diverse workforce and student population to prioritize and delegate projects, exchange ideas, information and opinions effectively with others to formulate policies and programs and/or arrive at decisions, conclusions or solutions. Strong interpersonal and communication skills. Ability to foster a cooperative work environment. Ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public. Ability to make administrative/procedural decisions and judgments.

**DECISION-MAKING and ANALYTICAL SKILLS:** May be responsible for actions of others, requiring almost constant decisions affecting co-workers, crime victims, patients, customers, clients, or others in the general public. Perform professional-level work requiring a wide range of administrative, technical, scientific, engineering, accounting, legal, or managerial methods applied to complex problems.

**EQUIPMENT/SOFTWARE:** Use office machines such as telephones, copiers or calculators. Use computers for data entry; word processing, spreadsheets, PowerPoint presentations, or custom applications.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends. The employee may be required to travel out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operations of the colleges.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:** Business Office Manager; Payroll Specialist

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

---

Employee Signature/Date

---

Supervisor Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*