



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 2/7/2023
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Assistant Controller/Accounting
Status: Full-time, 35 hours/week
Grade: 17
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Controller

PRIMARY PURPOSE:

Assist the Controller in his/her responsibilities in matters of accounting and finance. Responsible for current operation of fiscal affairs and, in addition, oversee the Accounting, Accounts Payable, Payroll, Grant Accounting and financial investment operations of the institution. Responsible for the accumulating recording and summarization of all financial data pertaining to the fiscal operation of Rhode Island College and the preparation of fiscal reports for the College administration, the Board of Regents, auditors and others. Assist the Controller in the preparation and submission of various College financial accounting and management control reports.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Supervise the maintenance of all fiscal records and assist the Controller in the issuance of all financial management and control systems.
- Oversee the policies and procedures relating to all the funds collected on behalf of the College and the payment of all expenditures.
- Supervise the Accounting Office, Accounts Payable, Payroll, and all other accounting functions.
- Initiate and revise computer systems for financial areas.
- Evaluate the performance of the employees within the scope of this position.
- Responsible for preparing monthly and special payrolls, including the handling of payroll Imprest cash account and the disbursement of federal the state taxes and the maintenance of payroll information of the above.
- Oversee the review of the records of the Bursar's Office in order to determine the accuracy of income and receivables, and the reconciliation of accounts of this office and the Accounting Office.
- Manage the grant accounting operation of the College. In this regard, will serve as Controller's liaison to the Director of Grants and Sponsored Projects; will be responsible for submission of the College annual indirect cost proposal as well as timely filing of grant fiscal and program reports.
- Prepare the annual financial statements of the College for review of the auditors appointed by the Board of Governors.
- Oversee the maintenance of the records of auxiliary enterprises to maintain audit control over such enterprises and recommend changes in the fiscal operations as necessary.
- Oversee the maintenance of the review of the internal control procedures affecting all personnel in the College.
- Ensure that the policies and procedures in regard to the maintenance of the accounts of the

College are on a basis consistent with the policies of the American Institute of Certified Public Accountants to meet record keeping or reporting requirements of the AICPA.

- Oversee the policies and procedures in regard to the accumulation, the review, and recording of policies and procedures as they relate to source documents of all College receipts and disbursements.
- Interpret College fiscal policies and procedures.
- Follow-through on status of request and/or reports as they pertain to the fiscal areas of the College.
- Provide correspondence and communication response to fiscal inquiries and request of internal College departments and the external College organization.
- Review and approve the preparation and implementation of changes in the accounting system or internal control as required.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Controller.

REQUIRED QUALIFICATION STANDARDS:

Education:

Undergraduate degree in accounting, business, finance, or related field.

Experience:

- Minimum of ten years of progressively responsible experience in accounting, budgeting, or finance; which includes a minimum of five years of supervisory experience.
- Experience with computer-based financial accounting systems.

Skills, Knowledge and Abilities:

Ability to relate to the College goals and work within the academic, state, and federal government communities.

PREFERRED:

Advanced degree and/or CPA.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.