



# Martin Community College

## Office of Human Resource

1161 Kehukee Park Road

Williamston, NC 27892

humanresources@martincc.edu

[www.martincc.edu/jobs](http://www.martincc.edu/jobs)

### An Equal Opportunity Employer

*Martin Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is the College's intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*

## Position Vacancy Announcement: Controller

<b>Position:</b>	<b>Controller (FT)</b>
<b>Job Summary:</b>	Under general supervision the Controller is responsible for overseeing and maintaining the college's accounting system including recording transactions and reporting financial data; planning, organizing, managing and directing activities related to financial reporting; prepares financial statements annually. This position is also responsible for maintaining proper system of internal controls; provides highly responsible and administrative support to the CFO. May exercise supervision of the Cashier's Office, Accounts Receivable, Accounts Payable and Payroll staff in absence of the CFO.
<b>Qualifications:</b>	<p>Required:</p> <ul style="list-style-type: none"> <li>• Associate degree in Accounting related field; combination of education and experience may be considered for qualified candidates</li> <li>• Three to five years demonstrated experience in preparing/keying journal entries, reconciling bank statements</li> <li>• Advanced knowledge of computerized accounting systems and excel spreadsheets</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Community College experience</li> <li>• Experience working with Colleague</li> </ul>
<b>Essential Job Functions:</b>	<ul style="list-style-type: none"> <li>• Maintain system of financial accounting, auditing, reporting and record keeping consistent with published regulations and accounting procedures; formulates internal controls related to financial operations of the College</li> <li>• Provides highly responsive support as necessary to the CFO including financial analysis, financial reports and research related to fiscal matters of the College</li> <li>• Organizes year-end activities to properly close the books of the College annually in accordance with established guidelines and calendars to assure conformity to established calendars; prepares the College's financial statements for review by the CFO each fiscal year in conformity with Generally Accepted Accounting Principles (GAAP)</li> <li>• Performs month-end process including the reconciliations of 112 reports, county and special cash account and the accounts receivable subsidiary ledger; prepares monthly journal entries</li> <li>• Analyze and forecast monthly expenditures and submit recurrent state funding requests to the NCCCS Office</li> <li>• Complete monthly bank reconciliation for each of the College's accounts (county and institutional)</li> <li>• Collaborate with student services to review and approve necessary adjustments to student's accounts, process financial aid disbursements and returns to Title IV (R2T4), manage the proper accounting and draw down of federal fund (Pell, SEOG, Work study, etc.) and all state, local and private scholarship awards</li> <li>• Responsible for processing and distributing 1098Ts annually</li> <li>• Submits outstanding balance to Department of Revenue (DOR)</li> <li>• Monitors grant activity and conducts reporting accordingly and ensures managing departments conduct expenditures according to established guidelines</li> <li>• Verifies and audits daily cash receipts and maintains daily cash analysis files, processes and reviews daily updates to the general ledger</li> <li>• Sets up and maintains all charts of accounts, close books and prepares adjusting/reversing entries for fiscal year-end closeout</li> <li>• Oversees the maintenance and completion of the monthly payroll process; review monthly, quarterly, and annual federal and state reports</li> </ul>

	<ul style="list-style-type: none"> <li>Oversees accounts payable in the processing of state, county and special checks through the State Treasurer's Positive Pay system; ensures invoices are paid promptly and properly, reviews all warrants prior to submission to CFO for signing</li> <li>Oversees the accounts receivable process (from billing to collections) for both students and sponsors; ensures that 3rd party student sponsors are invoices timely, students invoiced as necessary, uncollectible accounts submitted to NCDOR, and bad debt is written off</li> <li>Oversees and assists in the preparation of W-2 forms and 1099's for distribution</li> </ul>
<b>Anticipated Hiring Range:</b>	\$42,660 - \$63,991; based on experience
<b>Additional Information:</b>	Additional hours of work may be required during peak times such as month-end and year-end processes
<b>Benefits:</b>	State Health Plan Dental Insurance Vision Insurance Additional Supplemental Insurances NC Retirement Plan Leave (Vacation, Sick, FMLA, Civil and Military, Community Service, Education, and Voluntary Shared) Paid Holidays
<b>FLSA Status:</b>	Exempt
<b>Application Deadline:</b>	Position Available: June 1st Applications Accepted: Open Until Filled; preference given to those received by May 14, 2021

**SUBMISSION OF APPLICATION:**

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application (<http://www.martincc.edu/jobs>)
- Copy of college transcripts (originals will be required if offer of employment is extended)
- Resume and cover letter (not accepted in lieu of application)

Application materials may be submitted via email to: [humanresources@martincc.edu](mailto:humanresources@martincc.edu) with position title in the subject line OR mailed to: Martin Community College, Attn: Office of Human Resources 1161 Kehukee Park Road Williamston, NC 27892