



Date Posted: June 18, 2009

Position Title: COMPTROLLER

Job Group: Classified Manager

Pay Scale: Management Grade 27
Starting Salary \$54,324 - \$66,036 Annually, DOEE

Closing Date: July 30, 2009

Responsible To: Dean of Administrative Services

Summary

Under general direction of the Dean of Administrative Services, the Comptroller plans, organizes and supervises the activities of the Business Office, including the receipt, disbursement, and accurate recording and reporting of these activities; plans and develops District's annual budget; manages District investments; analyzes and makes projections in preparing and amending the District's annual budget; assists with the District's contract and insurance claims processes; and performs other related duties as required. Employees in this job class direct, supervise, and evaluate the work of others and exercises responsibility for the effective operation of a department requiring strong administrative skills.

Essential Duties and Responsibilities

- Direct, organize, coordinate and manage the functions and activities of the Business Office.
- Plan, organize and coordinate the preparation of the District's annual budget. Prepare budget allocations, project revenues and monitor allocations against actual expenditures, proposing budget adjustments as necessary.
- Train, instruct and supervise Business Office staff in revenue and expenditure accounting, budgeting control and proper disbursement of funds for material, services, equipment and equipment inventory.
- Develop, organize, prepare and maintain accurate, periodic budget and financial statements, reports and records concerning the District's income and expenditure position and to comply with all District, county, state and federal requirements.
- Provide special financial, statistical or analytical studies to assist administration in the formulation of new policies, planning or revised programs.
- Review the preparation of attendance reports, claims and invoices to assure that appropriate funds accrue to the District from various state, federal and local funding sources.

- Guide year-end activities for the proper closing of the District's records for the annual audit and for year-end fiscal analysis.
- Manage District investments in accordance with District policies and legal requirements, analyzing cash flow for investment and financing opportunities.
- Coordinate with the District's external auditors, including federal and state auditors, implementing recommendations relative to accounting practices.
- Confer with, advise and counsel District staff concerning unusual or unforeseen budget problems, recommending proper course of action and timely alternative solutions.
- Formulate and recommend policies and procedures to achieve greater efficiency and system control.
- Review and coordinate the processing of insurance claims and District contracts, excluding personnel and construction contracts.
- Supervise and evaluate subordinates and programs.
- Remain current on all laws, regulations, policies, procedures and practices affecting the recording and reporting of financial data for District funds. Assist the Dean of Administrative Services to ensure fiscal regulations and procedures are followed.
- Participate in a variety of administrative meetings.
- Perform other related duties as required or assigned.

Qualifications

- **Knowledge and Skills**

Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting. Principles and practices of cost and fixed asset accounting. Internal control and audit principles and practices. GAAP, GASB and GFOA accounting standards and requirements. Budget development and administration principles, practices and methodologies. Laws, regulations, rules and codes relating to the financial administration of a community college/school district. District functions and associated financial management issues. Principles and practices of business data processing particularly related to the processing of accounting and financial information. Principles and practices of public administration, including purchasing and contracting and the maintenance of public records. Principles and practices of management and supervision. District human resources policies and labor agreements.

- **Abilities**

Analyze and make sound recommendations on complex financial data and operations. Plan and direct a variety of financial and internal service programs and activities. Evaluate financial programs and make sound recommendations for improvement. Understand, interpret, explain and apply District, state, and federal laws and policies regulating District financial accounting, reporting and record keeping. Develop and implement financial procedures and controls. Perform complicated mathematical calculations and analyses. Prepare clear, concise and comprehensive financial statements, reports and written materials. Present proposals and recommendations clearly, logically and persuasively. Exercise sound expert independent judgment within general policy guidelines. Establish and maintain effective working relationships with those encountered in the course of work. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.

- **Education and Experience**

Possession of a Bachelor's Degree or higher in accounting, finance, business or a closely

related field, and at least two years of professional accounting or finance experience preferably in a public school or government environment or an Associate's Degree and a minimum of six years of experience in a business, accounting, or finance department, in a Community College or K-12 school district. Registration as a Certified Public Accountant preferred.

▪ **Benefits**

District offers management employees a comprehensive benefit package with medical, dental, vision, life insurance coverage and Public Employees Retirement System Contribution (PERS) or California State Teachers Retirement System (STRS).

▪ **About Lassen College and Lassen County**

Lassen Community College is the most northeastern community college district in the state located in the city of Susanville, 90 miles north of Reno, Nevada. Within 20 minutes of campus a person could be in the northern most boundary of the Sierra Mountain range or in the Cascade Mountain range. The college offers ski and cross country courses at one of the last rope tow mountain ski facilities in the western states. The districts' foundation runs a marina and the camping facilities at the southern end of the second largest natural lake in California, Eagle Lake. The college's district is mostly rural serving a total population of less than 50,000 people. Of the 2000-2400 students served each semester the average age is 34. Agriculture, small business, governmental agencies (local, state and federal-federal military supply depot, a federal prison and two state prisons), outdoor recreation, California wild fire management, forestry and water resource management create the majority of job opportunities within the district. All of the high schools within the district combined graduate between 400 and 500 students every year. Lassen College is one of a handful of community colleges who serve residents from adjoining states under the California "Good Neighbor" reduced tuition agreements serving just over 100 Nevada residents each academic year.

Located in northeastern California, Lassen County is the fourth largest county in the state. The only incorporated city in the county is Susanville, the County seat, where a growing community of over 15,000 reside in the scenic upper Honey Lake Valley, backdropped with forested mountains of the Northern Sierra and Southern Cascades.

Lassen County affords unlimited outdoor recreation and sporting activities for residents and visitors alike. Attractions include: trophy trout fishing and water sports at nationally renowned Eagle Lake, the second largest natural lake in California; the scenic Bizz Johnson Trail, a 30 mile long converted rail route between Susanville and Westwood which attracts mountain bikers, hikers, cross country skiers and fly fishing enthusiasts; and the pristine meadows and forests of the Susanville Ranch Regional County Park located adjacent to the City add to the many miles of out-standing trail opportunities the county offers.

From Susanville, driving to regional destinations is surprisingly easy since traffic gridlock is not a local way of life. Expanded entertainment, shopping and an international airport in Reno are less than 90 minutes away. Some of the north Lake Tahoe area ski resorts are within two hours. Driving time to Sacramento is usually under four hours and the Pacific Ocean at Eureka is about five hours away.

Residents of Lassen County enjoy a rural mountain environment, outstanding family oriented recreation opportunities and excellent schools.

Application Procedure:

All applications will be held strictly confidential. Applicants are evaluated by the appropriate administrative manager and a review committee. Applicants determined to be the most qualified for the position will be invited for an interview at their own expense. All applicants must provide the following items by the closing date, July 30, 2009, 4:00 pm:

- **Completed Lassen College Administrative/Management Application (Available at www.lassencollege.edu)**

- **Personal letter of application stating reasons for interest in position**
- **Current resume outlining relative experience, preparation, and achievements**
- **Reference Page with minimum of five contacts**
- **Transcripts or verification of applicable degree(s). (Copies accepted)**

Incomplete application packages will not be considered.

Application material should be addressed to:

**Office of Human Resources
Lassen Community College
P.O. Box 3000
Susanville, CA 96130
(530) 251-8811, FAX#: (530) 251-8818
shart@lassencollege.edu**

Statements included in this description reflect general duties, responsibilities, knowledge, skills and abilities for this position and are not all-inclusive.

Applicants with disabilities desiring reasonable accommodation may call Susie Hart, Human Resources Technician at (530) 251-8811.

Lassen Community College is an Equal Opportunity Employer