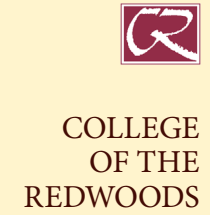


■ For more information or application materials, contact us at: College of the Redwoods
Office of Human Resources
7351 Tompkins Hill Road
Eureka, CA 95501-9300

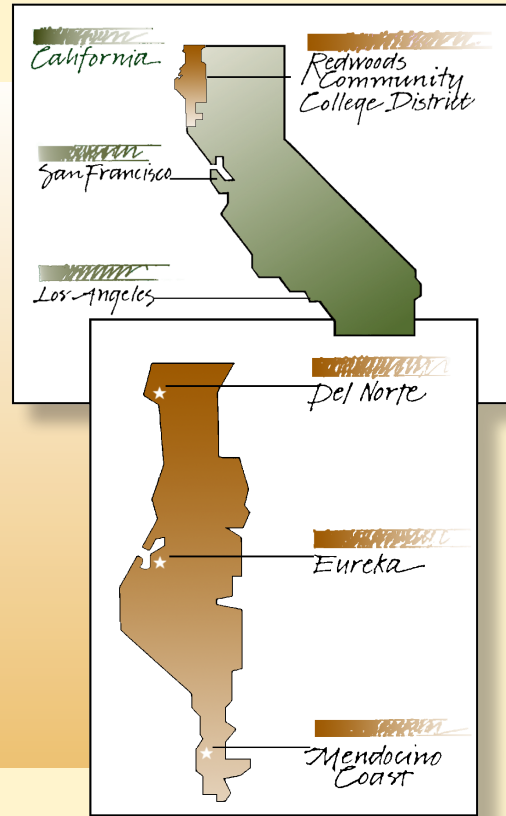
phone 707.476.4140
tty 707.476.4443
fax 707.476.4421
email hr@redwoods.edu



COLLEGE OF THE REDWOODS invites applications for

Controller

Closing Date:
June 15, 2017



We will continuously seek and support a dedicated, highly-qualified staff that is diverse in terms of cultural background, ethnicity, and intellectual perspective and that is committed to fostering a climate of academic freedom and collegiality. We will encourage and reward professional development for all staff and will all share in the responsibility for student outcomes.

College of the Redwoods affirms its responsibility to address the diverse civic needs of the many communities we serve and to provide leadership in the civic, cultural, and economic development of the North Coast region.

Making a Difference www.redwoods.edu

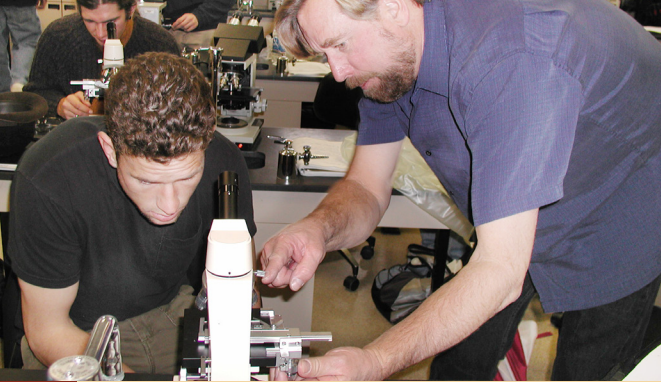
College of the Redwoods is committed to equal opportunity in its employment and encourages application from underrepresented group members (women, minorities, persons with disabilities, and Vietnam-era veterans).

Printed by Printing Services, Communications & Marketing, College of the Redwoods
Design by Lynn Lozier-Hannon CM/llh HR/Vacancy_Brochure2008.indd rev 10.13.08

Located on the beautiful northern coast of California, College of the Redwoods has a proud history of high-quality education dedicated to student success. With a campus in Eureka, and education centers in Crescent City and Fort Bragg, as well as sites in Hoopa, Eureka Downtown, and Arcata, Redwoods Community College District offers a wide variety of learning opportunities to serve the citizens of Humboldt, Del Norte, and Mendocino counties.



MAP | College of the Redwoods is located in Northern California. There are three campuses, each set in a picturesque environment between giant redwood groves and the Pacific Ocean. The Eureka Campus is located at the southern outskirts of the city of Eureka, 270 miles north of San Francisco; Del Norte Campus is in Crescent City, 30 miles south of the Oregon border, near Point St. George; and Mendocino Coast Campus is in the city of Fort Bragg, on the Mendocino coast of California.



Board, President, auditors, local, State and federal agencies and others on financial and accounting matters.

- Plans, organizes, and implements the cash management system of the College and enterprise funds such as the Foundation, directing the investment program, projecting cash flows, reconciling District cash with County Auditor's report, and requesting funds from various State and federal sources.

- Establishes standards and supervises and evaluates the performance of assigned staff. Participates in interviewing and selecting employees, recommending transfers, reassignment, termination, and disciplinary actions.

- Plans, coordinates, and arranges for training of staff to maintain up-to-date knowledge of accounting practices, controls, and automated accounting data entry.

- Approves and authorizes purchase orders, commercial warrants or checks and payroll warrants. Receives all funds designated for the College and Foundation.

- Maintains financial control records for State and federal aid programs and supervises preparation of required reports.

- Oversees development, facilitation, and preparation of the annual preliminary budget for the College and Foundation. Analyzes and reviews budgetary and financial data submitted and edited by others. Prepares the annual budget and revenue and expenditure projections.

- Controls and authorizes expenditures in accordance with established guidelines.

- Interfaces with other administrators and College personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information.

- Assures compliance with a variety of State and federal regulations, laws and reporting requirements.

- Performs other duties as assigned that support the overall objective of the position.

Knowledge and Skills

The position requires specialized professional-level knowledge of the theory, principles, and practices of accounting and financial record keeping. Requires in-depth knowledge of the generally accepted accounting and audit practices and procedures for educational entities. Requires knowledge of the principles and procedures used in budget preparation, accounting administration, and development of internal controls. Requires professional knowledge of the principles and techniques used in financial analysis and research. Requires in-depth knowledge of the company's accounting data entry and storage systems. Requires in-depth knowledge of the external audit process. Requires knowledge of computer-aided relational database systems that apply to accounting applications. Requires well-developed skill with personal computer software sufficient to design and use spread-

sheet and database models. Must know and understand modern practices and principles of supervision and leadership. Requires skill in writing professional communications and reports. Requires highly-developed communication skills to conduct negotiations, make formal presentations to advisory and policy boards, to convey technical concepts, and optimize the efforts of assigned staff.

Abilities

Requires the ability to perform all responsibilities of the position. Requires the ability to prepare complex analyses of systems and write reports that adequately communicate problems and solutions. Must be able to analyze financial problems, prepare reports and develop records and procedures. Must be able to gather and analyze data and develop conclusions and recommendations. Requires the ability to organize, supervise, train, evaluate and motivate an efficient staff. Requires the ability to plan, organize and prioritize complex and technical work processes in order to meet well-defined schedules and timelines. Requires the ability to communicate technical information and to interact with administrators, board members, staff, outside auditors, and agency representatives.

Requires ambulatory ability to relocate to various offices and sites, to retrieve work materials, and to use a personal computer keyboard and 10-key pad at an acceptable rate. Requires sufficient visual acuity to recognize words and numbers; speech and auditory abilities to carry on conversations in large audience, personal, and phone conversations.

Education and Experience

Minimum requirement: a Bachelors degree from an accredited college or university with major course work in accounting, finance, business administration or a closely related field 6 years of experience in accounting, budgeting, public accounting, or financial management including 1-year in a leadership role. A CPA certificate is desirable.

Position requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students.

College of the Redwoods values all members of our community and strives to create a diverse, nurturing, honest, and open environment. CR is committed to equal employment opportunity in its employment and encourages applications from underrepresented group members.

Application Process

1. Apply on-line - you will need the information listed below to complete the on-line process. Go to our application portal at:

<https://employment.redwoods.edu/>

The following materials will be required to be entered or attached as part of your application. The following file formats will be accepted for attachments - .doc or .pdf.

2. Letter of introduction expressing interest in the position and describing the candidate's qualifications for the position.
3. Professional résumé or curriculum vitae.
4. A list of three professional references is required. Include the reference's title and a current contact information.
5. Unofficial transcripts. If hired, official transcripts will be required.

Incomplete application packets will not be forwarded for consideration by the Selection Committee.

Selection Process

All applications will be reviewed by a representative screening committee. Selected candidates will be invited to appear for a personal interview at College of the Redwoods. Expenses incurred in connection with site interview will not be reimbursed.

Application Procedures

All documents included in your application file become the property of the College and will not be returned. Your file for this opening will not be considered for future openings. New documents must be submitted for each opening.

To be included in the first review, the applicant must complete the application process on-line by 5 p.m. on the closing date. The District reserves the right to keep this position open until filled.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening, please call Human Resources.

For assistance or information contact:
Office of Human Resources
College of the Redwoods
7351 Tompkins Hill Road
Eureka, CA 95501-9300

phone 707.476.4140
job line 707.476.4598

Benefits

Medical, dental and vision insurance is provided by the District for all full-time employees and their dependents.

Req #17-208

Position

Controller

Closing Date

June 15, 2017

Monthly Salary Range

\$7,249 - \$10,254

Summary

Plans, organizes and directs financial accounting operations to insure accurate and timely accounting reports, statements of financial condition, prompt processing and payment of accounting transactions, and accounting for enterprise funds such as and not limited to the College Foundation. Facilitates development of, and compiles information for the annual budget process.

Essential Duties and Responsibilities

- Participates with top Administration to formulate and develop generally accepted policies and procedures for financial operations and internal accounting controls.

- Directs and participates in preparing an array of narrative and statistical reports, records and files related to Fiscal Services of the College and the Foundation. Prepares monthly financial statements and related variance analysis for the Board of Trustees and quarterly financial report for Chancellor's Office.

- Directs and participates in preparing annual financial reports for all accounting activities including payroll, purchasing, accounts receivable/payable, student financial records, inventory, etc.

- Plans organizes, and directs all aspects of fiscal services and accounting operations for the College and related funds such as the Foundation.

- Provides technical expertise and information to the