



# COLLEGE of the CANYONS

SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
*announces an employment opportunity for*

## **CONTROLLER**

A Classified Management Position

*Review Date: JUNE 24, 2016*

Position # CLA15-177



## *“Big Picture” Responsibility*

Under the direction of the Assistant Superintendent/Vice President, Business Services, assists in development and maintenance of management reports and analysis; coordinates budget development process; provides oversight and direction for grant and categorical accounting and compliance, Foundation auxiliary organization accounting and construction accounting; assists with coordination of annual audit; provides technical assistance for Payroll functions; reviews contracts for fiscal and legal compliance; provides financial analysis to support District negotiations; prepares financial documents to support general obligation bond activity, evaluates state financial reports for accuracy; prepares complex financial analysis in support of enrollment management and related projections; reviews the preparation of the monthly financial statements, interprets Title V, Education Code and other related laws and regulations to ensure District compliance; assists with Risk Management issues through fiscal resolution; assists with development and/or revision of board policies to ensure currency; disseminates fiscal information to the campus community; and supervises and evaluates the performance of assigned personnel. Performs duties involved in the maintenance of District accounting systems and related financial records. Requires leadership skills and the ability to use independent judgment in making decisions within established accounting systems and procedures. Ensures compliance with applicable rules, regulations, policies and procedures. Performs other duties as assigned.



## *About the District*

Innovative. Collaborative. Entrepreneurial. These characteristics not only define College of the Canyons, but also mark the faculty, staff, and administrators who make this college one of the most unique among the 113 California Community Colleges.

Established in 1969, College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success, and equity. In fact, its completion rates rank among the highest in the state. The college has also established a well-deserved reputation for bolstering economic development, and offering innovative career technical education responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. A steady infusion of new residents and businesses creates a spirit of possibilities that inspires the college to be flexible, creative, and attuned to the evolving needs of the community. The growing diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college's influence in the community is best illustrated in the dozens of collaborative partnerships it has forged with local school districts, regional government entities, and service organizations. Thousands of children visit the college's Performing Arts Center annually thanks to the K-12 Arts Education Outreach initiative. Together, the City of Santa Clarita and the college operate the WorkSource Center to bring job seekers together with employers. And, Academy of the Canyons, an early/middle college high school that is ranked among the top 10 percent of high schools in the nation, is housed on our Valencia Campus.

College of the Canyons is housed on two campuses – Valencia and Canyon Country. It features 62 degree and 71 certificate programs, along with 19 associate degree for transfer (AD-T) options. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center located on the Valencia Campus offers approximately 40 certificates and credentials, along with bachelor's and master's degrees, from partnering four-year colleges and universities.

Because of the college's commitment to meeting the needs of the community, local voters have approved two bond measures valued at more than \$240 million since 2001. The college also secures substantial funds from the state, and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them. The college is designated as a Hispanic Serving Institution.

Given its commitment to growth and innovation, College of the Canyons sets a new standard for what a college can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.

## ESSENTIAL DUTIES:

- 1) Provides technical oversight to the Director, Fiscal Services; Director, Contracts, Procurement and Risk Management, Director, Grant and Categorical Accounting and Fiscal Compliance; and Director, Payroll Services and their related areas of responsibility.
- 2) Performs professional level accounting duties and serves as the District's primary advisor on technical accounting issues; analyzes, evaluates and makes recommendations concerning sources and amounts of revenue, expenditures and the District's financial position. Serves as consultant to a variety of District personnel on fiscal and accounting matters.
- 3) Works with the Assistant Superintendent/Vice President, Business Services to develop and prepare tentative and adopted budgets for all District funds pursuant to priorities assigned and authority provided through the District's budgetary decision making process. This includes the District's General Fund, Capital Projects Funds, Health Benefits Trust Fund, Cafeteria Fund, and all other District funds, as well as preparing the budget information for the presentations to the Board of Trustees.
- 4) Reviews and prepares analysis on a variety of financial statements, records and reports for distribution to County, State and Federal agencies and offices and prior to approval by the District Board of Trustees.
- 5) Coordinates the implementation of large-scale analysis and reporting in compliance with State and Federal mandates, including conversion entries for GASB 35, GASB 62, GASB 68, etc.
- 6) Develops necessary documentation to support the pursuit of supplemental financing, i.e. General Obligation Bonds, COP (Certificates of Participation), Lease Revenue Bonds, TRANS (Tax Revenue Anticipation Notes), Los Angeles County Treasury borrowing, etc.
- 7) Reviews, interprets and implements Federal, State, District and local laws, codes and regulations to ensure District compliance
- 8) Provides oversight regarding the examination, reconciliation and adjustment of accounting records and the annual closing of the books. Assists with independent auditor for District, Foundation and GO Bond audits and helps to coordinate responses to the annual audit report of findings, comments and recommendations, if necessary.
- 9) Assists staff in developing solutions to technical problems and with accounting procedural questions; reviews staff work for accuracy and compliance with District policies. Plans, organizes, and coordinates staff assignments for maximum effectiveness and productivity. Provides technical assistance and responds to inquiries of District staff regarding various fiscal matters. Determines, recommends, and implements appropriate changes and improvements in existing accounting systems and procedures.
- 10) Communicates with other administrators, personnel, and contractors to coordinate activities and programs; identifies solutions to resolve issues and exchanges information in a timely and effective manner.
- 11) Participates in the development and enhancement of automated accounting systems; confers with data processing personnel regarding the maintenance, repair and enhancement of automated records systems and programs; provides input to long range software planning decisions; maintains current knowledge of hardware and software capabilities.
- 12) Prepares bi-monthly board agenda items, including both written narrative of subject matter as well as supporting documentation, as necessary. Reviews board agenda items submitted by Director, Fiscal Services and supplies appropriate background analysis and comments.
- 13) Provides oversight and coordination to the budget development process by working with the Budget Coordinator and District Budget Managers to prepare information for submission through Program Review. Assists with preparation of information for PAC-B Committee and Executive Cabinet review throughout the process. Coordinates with Assistant Superintendent, Vice-President Business Services on analysis and projections throughout the budget development process that result in a budget that meets District Budget Parameters, including reasonable FTES target, conservative revenue and expense projections, a balanced budget and fiscally sound fund balance.
- 14) Assist with budgeting and financial analysis for capital construction projects, Contract Education, OPEB and STRS/PERS funds, and other Funds as needed.
- 15) Provides analysis and supporting documentation for District negotiations and coordinates with District administration and Payroll to ensure timely implementation of negotiated terms, including salary schedules. Provides technical assistance for payroll related issues, including deductions, work calendars, pension questions, etc.
- 16) Prepares financial analysis and reports for general obligation bond activities, including bond ratings, bond issuances, bond refunding, continuing disclosure reports, arbitrage report calculations, etc.
- 17) Initiates preparation of actuarial studies for OPEB (Other Post Retirement Benefits), as needed. Ensures District budget includes funding for annual contributions towards total liability as well as "pay as you go" payments for H&W Retiree health benefit reimbursements.
- 18) Reviews and analyzes various District contracts for fiscal and regulatory implications as well as for compliance with grant funding, if applicable. Coordinates with LACOE and insurance administrator to process documentation for payments on risk management issues.
- 19) Under the guidance of the Assistant Superintendent/Vice President, Business Services, reviews and recommends revisions to Business Services policies and procedures. Determines, recommends, and implements appropriate changes and improvements in existing accounting systems and procedures.
- 20) Assists Assistant Superintendent/Vice-President in development of a mid-year Financial Statement report, Fiscal Assessment Checklist, and Management's Discussion and Analysis for the Annual Audit.
- 21) Provides financial analysis to support District enrollment management strategies and development of FTES projections.
- 22) Coordinates with Foundation staff and provides oversight to Foundation accounting, financial statements, audit and related policies and procedures. Assists with investment activities.
- 23) Supervises and evaluates the performance of staff in accordance with District guidelines and collective bargaining contract; provides technical direction and guidance; selects and trains personnel; makes transfer, promotion and salary recommendations.

- 24) Attends a variety of campus meetings as assigned; participates on District committees, as assigned. Participates in professional development opportunities such as the Leadership Education in Action Program (LEAP). In addition, may be called on to attend meetings in the absence of the Assistant Superintendent/Vice President.
- 25) Performs other related duties as assigned.

## MINIMUM QUALIFICATIONS:

### Education:

A Bachelor's degree with an emphasis in finance, accounting, business administration or related field. MBA and/or CPA desirable.

### Experience:

Five years increasingly responsible accounting or finance experience, preferably in an educational institution.

## KNOWLEDGE OF:

- Planning, organization, and direction of an Accounting or Finance Department at a large institution.
- Accounting and fiscal practices and procedures for a Community College.
- Budget concepts, principles, and practices, as well as preparation and control.
- Payroll concepts, principles, and practices.
- Procurement concepts, principles, and practices.
- Contract language and development.
- Fiscal year end close and audit process.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Proficiency in Microsoft Excel and Word and operation of a personal computer.
- Datatel, Banner, PeopleSoft system or other ERP, preferably at an educational institution.

## ABILITY TO:

- Provide oversight and technical direction to Payroll Services, Fiscal Services, Purchasing/Contracts, Budget, etc. in support of District operations.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Work effectively and demonstrate currency of knowledge with computers and specialized technology utilized in business settings.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Demonstrate sensitivity to, and respect for, the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college staff and students.

## SALARY PLACEMENT:

This Classified administrator position will be on an individual contract and exempt from overtime and compensatory time accumulation. The **salary range for this position is \$125,000 - \$145,000 annually**. Salary placement will be commensurate with qualifications and experience.

## PHYSICAL CHARACTERISTICS:

Position requires sitting and viewing a computer monitor for extended periods of time; dexterity of hands and fingers to operate a typewriter and computer keyboard; reaching, bending, and stooping; frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor.

## DISTRICT CLASSIFIED ADMINISTRATIVE EMPLOYEE BENEFITS:

Full-time employees are provided with a diversified employee benefits program that includes sick time, vacation time, discretionary time, medical, dental and vision insurance including dependent coverage, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development and educational incentive opportunities are provided to all classified administrative employees. Classified employees contribute to the Public Employees' Retirement System (PERS), a defined benefit retirement plan through the State of California.

## CONDITIONS OF EMPLOYMENT:

Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.

Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

Board of Trustees approval.

Official, sealed transcripts are required upon offer of employment.

## OTHER POSITION SPECIFIC CONDITIONS:

Due to the nature of the workload cycle in the department, use of vacation and discretionary days will be limited each year from July 1 through August 31 due to fiscal year end close activities. Use of vacation and discretionary days will also be limited during fiscal audit periods. Prior approval of vacation and discretionary days is required. The normal hours of work for this 12 month Classified Management position will be 8:00am to 5:00pm, Monday through Friday. However, some flexibility such as evenings and weekends will be required to meet the needs of the department.

## EEO POLICY:

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

## APPLICATION AND SELECTION PROCESS:

Applicants are encouraged to complete their applications online. Please visit our website at: <http://www.canyons.edu/Offices/HumanResources>. If you require assistance, please call the Human Resources office at (661)362-3427 or our TTY Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 - 5 weeks following the Review Date as to the status of their application.

**All application materials must be uploaded online or received in the Human Resources office by the end of the day on the review date in order to assure consideration for this position. Postmark is not acceptable for this purpose.** Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite 360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

The following application materials are required for your application to be complete:

- **District CLASSIFIED Application form.**
- **Current resume.**
- **Letter of interest** (cover letter) which clearly identifies:
  - a) How you meet the minimum qualifications for this position.
  - b) How your previous experience relates to this position.
- **Copies of complete and legible college transcripts clearly indicating all college units earned and any degree awarded.** Copies of diplomas are not acceptable in lieu of college transcripts. You can submit unofficial copies of transcripts for application purposes. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- **Supplemental Questionnaire.** Please answer the following questions as part of your application packet.
  - a) Do you possess a Bachelor's degree or higher with an emphasis in finance, accounting, business administration, or a related field? (yes/no) If yes, please provide a legible copy of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts. If you do not possess this level of education, you will not meet this position's minimum qualifications.
  - b) Describe your work experience in accounting or finance, including your roles and progression of responsibilities. If you possess accounting or finance experience in the public sector and/or educational institutions, please highlight that experience. Include employer name(s), position title(s), dates of employment, full-time or part-time status (hours per week). Please provide your total years of full-time equivalent experience in this field.
  - c) Describe your experience working with MS Office Suite, including Microsoft Word, Excel and Outlook (e-mail). Provide one or more examples of how you have used such programs in the workplace.
  - d) Please describe your experience working with an administrative software program (such as Datatel, Banner, or PeopleSoft) or a proprietary system.
  - e) Describe your experience in coordinating the implementation of large-scale analysis and reporting in compliance with State and Federal mandates.
  - f) Describe your experience with budget preparation and control.
  - g) Describe your experience reviewing and preparing analysis on a variety of financial statement, records, and reports for distribution to County, State, and federal agencies and offices.
  - h) Describe your experience in supervising, training, and evaluating the performance of your managerial team and staff.
- **Letters of Reference** are optional.

## Please note:

- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- "Experience" generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant's responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.
- Applicants are encouraged to apply online. If you need assistance with the application process, contact:

**Human Resources Office**  
(661) 362-3427  
TTY/TDD (661) 362-5178 or visit our website at  
[www.canyons.edu/offices/humanresources](http://www.canyons.edu/offices/humanresources)

It is the applicant's responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

**The College is expecting to conduct initial interviews during the week of July 18, 2016 and conduct final interviews during the week of July 25, 2016. This is an estimated timeline, and is subject to change.**

**Position is offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.**

**COLLEGE OF THE CANYONS**  
26455 Rockwell Canyon Road, Santa Clarita, CA 91355  
[www.canyons.edu](http://www.canyons.edu)



**REDEFINING COMMUNITY COLLEGE SINCE 1969**