



ANNOUNCEMENT OF POSITION
PLEASE APPLY AT: <https://jobs.sbcc.edu>
PLEASE CIRCULATE AND POST THIS ANNOUNCEMENT
MANAGEMENT OPENING FOR:

CONTROLLER
FT/12 Mo
CLASSIFIED MANAGEMENT OPEN AND PROMOTIONAL OPPORTUNITY

Nine step salary range, initial placement customarily at first step with annual advancement to the next higher step. 40 hours per week, 12 months per year, plus fringe benefits; 12 month probation period. All work schedules and work assignments are subject to change based on the needs of the College.

SALARY RANGE: \$96,252 - \$117,240/ Annually (Management/Supervisory Salary Schedule)

WORK SCHEDULE: Monday – Friday 8:00 a.m. – 4:30 p.m.

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ONLINE APPLICATION MUST BE RECEIVED BY: Friday, February 22, 2013
(Interviews by Invitation Only)

BASIC FUNCTION:

Under the direction of the Vice President-Business Services, plan, organize, control and direct the operations and activities of the Accounting Department including the preparation, development, monitoring, review, analysis, maintenance and adjustment of College District funds and accounts; develop and prepare the annual preliminary College budget; coordinate, direct and participate in financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of College accounts and budgets; supervise and evaluate the performance of assigned personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting or related field and seven years increasingly responsible accounting experience involving the review, analysis, maintenance and adjustment of a variety of budgets, funds and accounts including three years in an administrative capacity.

PREFERRED QUALIFICATIONS:

Strong preference will be given to applicants with CPA certification, experience in the California Community College System and/or with Banner ERP applications.