

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Controller	FLSA status:	Exempt
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DEPARTMENT:	Business Office	REPORTS TO:	Vice President of Fiscal Services
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Position summary: Under indirect supervision, this position is responsible for administratively supporting the Business Office in managing the financial affairs of the College in a professional and business-like manner. This position reports directly to the Vice President of Fiscal Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College's financial affairs.

Position responsibilities:

- Supervise the Business Office clerical staff and Bookstore employees including work-study students for both areas.
- Review and assist in the purchase of goods and services including the bid process as requested by the Vice President of Fiscal Services.
- Assist the Vice President of Fiscal Services in the preparation of monthly check register for Board of Trustees and provides assistance of the annual financial audit.
- Assist the Vice President of Fiscal Services, faculty, staff, and other members of administration in the formulation, implementation and analysis of the annual financial budget.
- Assist the Vice President of Fiscal Services and other administrative officers with the preparation of statistical and financial reports.
- Assist the Vice President of Fiscal Services and other administrative officials in whatever other fiscal matters which he/she may seek advice or assistance on.
- Review and assist in the account payable process to ensure the accuracy and timeliness of the recording of transactions and the payment of vendors.
- Assist with the annual external financial audit.
- Plan, develop, and administer business office and bookstore organizations and policies.
- Receive and answer inquiries concerning business office matters.
- Research, write, submit, and administer grant proposals for college activities.
- Provide innovation and vision for the College.
- Collaborate with the College to develop and implement a long-range plan and strategy for the business office and bookstore.
- Coordinate the development of policies, procedures and standards and make recommendations to appropriate committees and/or administrators.
- Travel and work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree with at least 3 years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Demonstrate knowledge of accounting functions within the institution.
- A strong public service orientation to work well with faculty, staff, students, and the community.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies).
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.