

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Compliance and Internal Controls Manager	FLSA status:	Exempt
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DEPARTMENT:	Fiscal Services	REPORTS TO:	Vice President of Fiscal Services
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Position Summary: The position is responsible for promoting institutional compliance, strengthening internal controls, supporting audit activities, and establishing standardized policies and procedures that ensure accountability and operational excellence.

Position responsibilities:

- Assess and maintain institutional policies, procedures, and internal control documentation to support compliance, accountability, and operational effectiveness.
- Assess institutional policies and procedure manuals across departments to ensure consistency, compliance, alignment with regulatory requirements, and adherence to organizational standards.
- Evaluate internal controls and business processes to identify risks, control gaps, inefficiencies, and opportunities for improvement.
- Facilitate the development, review, and standardization of departmental procedures and documentation to support organizational consistency and audit readiness.
- Assist with annual financial, compliance, grant, and other external audits by coordinating documentation, responding to requests, and supporting audit activities as needed.
- Review and monitor inventory management policies and procedures.
- Collaborate with Information Technology personnel to coordinate compliance activities, documentation, testing, and reporting associated with TAC 202 requirements and related audits.
- Develop and maintain institutional policies, procedures, and standards governing data collection, data entry, reporting, and data usage to promote accuracy, consistency, reliability, and accessibility of information across the College.
- Review data collection and data entry processes across departments to identify inconsistencies, duplication of effort, and opportunities to improve data quality and operational efficiency.
- Develop and maintain a comprehensive grant writing and grant management policies and procedures manual, including pre-award, post-award, compliance, reporting, monitoring, and record retention requirements.
- Monitor compliance with applicable federal, state, local, grant, and institutional requirements.
- Recommend process improvements that enhance efficiency, strengthen controls, and reduce organizational risk.
- Document workflow processes and develop standard operating procedures for financial and administrative functions.
- Promote best practices for data stewardship by developing procedures and guidance that support the responsible interpretation, management, and use of institutional data.
- Research regulatory changes, accounting standards, and compliance requirements and communicate impacts to appropriate stakeholders.
- Prepare reports, analyses, and recommendations regarding compliance, internal controls, risk management, and operational effectiveness for executive leadership.
- Facilitate training related to compliance requirements, internal controls, policies, procedures, and data stewardship practices.
- Support special projects, operational reviews, and institutional initiatives as assigned.
- Perform other job-related duties as assigned.

Minimum Position Requirements:

- Certified Public Accountant (CPA) license and Bachelor's degree required.
- Five (5) years of progressively responsible experience in accounting, auditing, compliance, risk management, internal controls, or related business operations.
- Experience working with higher education preferred.

Knowledge, Skills, and Abilities Preferred:

- Strong interpersonal and communication skills.
- Proficiency with Microsoft Office and Google applications
- Ability to foster a cooperative work environment.

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.