

DIRECTOR OF ACCOUNTING AND CONTROL - WCC

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Dean of Administrative Services, the incumbent is responsible for the Accounting and Control function at the Community College. The incumbent assists in managing the support systems of the college, and participates in facilities planning and management. With the implementation of "Plan C," the incumbent functions as Assistant Treasurer of the college and is responsible for banking, safeguarding, investing, and disbursing the funds. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and maintains accounting systems and controls for the college to safeguard and control receipt of revenue, expenditure of funds and safeguard assets and to establish and control costs of programs;

Develops operating budget and capital budget for the department and develops the monthly forecast;

Develops procedures, directs modifications to existing systems and procedures and directs the implementation of new systems and procedures to increase efficiency and to assure conformity with generally accepted accounting principles;

Develops and implements long and short term fiscal and budgetary strategies to insure the fiscal integrity and viability of the college;

Coordinates long range capital planning with County Departments, SUNY Construction Fund, the Trustees and others, prepares annual capital budget request to SUNY Construction Fund, coordinates bonding requirements with N.Y.S. Dormitory Authority and oversees and monitors the progress of all College Capital Projects;

Directs and coordinates the preparation of departmental procedures manuals and their periodic revision and maintenance;

Directs the accounting, collection, custody and safekeeping, disbursement and investment of all college funds in accordance with accepted accounting and investing procedures;

Analyses operations and expenditures preparing reports as needed, to facilitate management decisions any policy planning;

Consults with others regarding the administrative affairs of the college to maintain an awareness and compliance with Federal, State and County requirements.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of business operations and principles and practices of accounting and control; ability to analyze operations and advise college administration regarding management decisions; ability to supervise a number of service departments and facilities; ability to manage significant detail; ability to communicate effectively both orally and in writing; integrity; tact; good judgment; physical conditions commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Business or Public Administration and 10 years of progressively responsible experience in Accounting, Personnel, Data Processing and Facilities Management.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.