

**DAWSON COMMUNITY COLLEGE**  
**JOB DESCRIPTION**  
**MAY 2021**

**TITLE:** Controller  
**DEPARTMENT:** Business and Finance  
**CLASSIFICATION:** Exempt, Full time  
**SUPERVISION RECEIVED:** Vice President of Business and Finance  
**SUPERVISION EXERCISED:** Business Manager, Accounts Receivable, Student Employees and Work-study students.

**JOB SUMMARY:**

This position works closely with the Vice President of Business and Finance for cash management, maintaining payroll, accounts receivable and accounts payable procedures and processes, general ledger administration and maintenance, generating financial statements for the college and assisting in the annual audit.

**EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:**

Employees at Dawson Community College must demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in fulfilling our jobs, to honor the College and college policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a “caring regard” for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and “caring regard” for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

**AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Prepare and review financial statements, reconciliations, and reports related to the College’s financial affairs; provide information, specific analysis, and appropriate training to others on financial and budgeting issues, etc.
- Respond to concerns and inquiries from students, parents, vendors, state and federal agencies, employees, etc. related to accounting matters. Oversee the resolution of students’ financial obligations within policy guidelines of the College. Prepare and review Accounts Receivable internal control procedures to insure proper handling of revenue and processing of payments.
- Review and incorporate payroll procedures which insure proper payment, accurate record keeping, compliance with internal controls, bargaining agreements, and regulatory authorities for appropriate disbursements within required timelines. Ensure monthly reconciliations are performed and payroll, quarterly reports, liabilities and benefit reporting requirements are maintained. Oversee preparation and submission of required reports to IRS and State agencies, not limited to but including 1099’s, 1098T’s and W-2’s annually.
- Review account activities in funds to ensure accuracy and conformity with applicable controls and guidelines. Review and strengthen financial and accounting internal controls to ensure protection of the College financial resources. Formulate and enforce policies and procedures regarding College cash disbursements.
- Prepare and review adjusting entries and schedules for annual audit and works with Vice President of Business and Finance to assist auditors in answering questions, providing necessary information and explaining the accounting and financial system. Review audit results with supervisor and implements necessary/recommended internal controls and/or other revisions. Submit all required audit reports to governmental agencies.

- Works closely with the Financial Aid Director to ensure proper application of Federal Title IV Financial Aid funds on student accounts
- Manage student refund process for credit balance accounts
- Review daily cash and Banner account balances. Review and submit required grant reports and complies with cash requirements for all grants of the College.
- Prepare, review, and implement payroll and accounts payable internal control procedures that insure efficient and proper processing of payments and reporting requirements.
- Work in cooperation with the Vice President of Business and Finance to prepare the budget and related documents. Assure proper public notice is provided for all budgetary meetings. Analyze budget revenues and expenditures as needed. Prepare department budget requests and monitor expenditures for compliance with approved budget.
- Travel and evening and weekend hours may be necessary to attend monthly Board of Regents meetings, statewide meetings and trainings.
- The above description covers the most significant duties performed but does not include other related occasional work.
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the [Clery Act](#), may receive and is required to report any criminal incidents brought to their attention to the Vice President of Academic and Student Affairs so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)

#### **PERFORMANCE STANDARDS:**

**DCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:**

- Display empathy and positive regard for others in written, verbal and non-verbal communications.
- Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication.
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility.
- Maintain strict confidentiality with all fiscal, human and labor relation information.
- Dress appropriately for a workplace with frequent customer service interaction and community outreach.
- Meet all required standards of confidentiality and safety. Maintain work areas in a clean & orderly manner.

#### **CORE COMPETENCIES:**

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices and reporting hierarchy.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.

- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to decide; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems promptly; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Dresses appropriately for workplace with frequent customer service interactions. Supports and promotes a positive image of Dawson Community College.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion – Provides an environment inclusive of all students, colleagues, co-workers and community members and supports underrepresented stakeholders.
- Assessment – Assesses annual performance and works closely with Supervisor.

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**This institution is an equal opportunity provider.**

#### **REQUIREMENTS:**

- Bachelor's degree in Accounting and three to five years relevant work experience or a combination of education and experience.
- Knowledge of accounting practices in the public sector, including grant and fund accounting; budget analysis; preparation of financial statements; internal auditing of transactions; general human resource experience; and, general supervisory practices.
- Strong Word and Excel skills essential.
- Excellent verbal and written communication skills.
- Ability to build effective working relationships.

#### **PREFERRED REQUIREMENTS:**

- Master's degree in Accounting, Finance, Public Administration, Human Resources, Labor Relations and/or CPA certification.
- Experience working with Ellucian Banner Accounting System.

- Five or more years of related senior level experience as an administrator in education, business or government accounting.
- Experience in Human Resource and Labor operations including the knowledge and expertise of employee recruitment and retention and understanding the application of local employment and tax laws
- Demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students and staff.

**COMPLETED APPLICATION PACKET MUST INCLUDE:**

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

**Background checks are required prior to employment.**

**INQUIRIES MAY BE DIRECTED TO:**

**Human Resources Department**

**hr@dawson.edu**

**406-377-9430**

**This institution is an equal opportunity provider.**

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

**Qualified protected class individuals are encouraged to apply.** Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

**Nondiscrimination Policy:** Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: [lweldon@dawson.edu](mailto:lweldon@dawson.edu). Mailing Address: 300 College Drive, Glendive, MT 59330.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: [lweldon@dawson.edu](mailto:lweldon@dawson.edu). Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: [vboysun@dawson.edu](mailto:vboysun@dawson.edu). Mailing address: 300 College Drive, Glendive, MT 59330.

Katherine Carrier, Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: [kcarrier@dawson.edu](mailto:kcarrier@dawson.edu). Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

REVIEWED BY (SUPERVISOR SIGNATURE) \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY (EMPLOYEE SIGNATURE): \_\_\_\_\_ DATE: \_\_\_\_\_