



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE: Assistant Controller

LOCATION: Controller's Office; Knight Campus, Warwick

REPORTS TO: Controller

GRADE: BOE 16

DIRECTLY SUPERVISES: Bursar's Office and Accounting Staff

WORK SCHEDULE: Non-Standard; 35 hours per week

CCRI Mission:

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY:

To be responsible to the Controller for the day-to-day oversight of the following functions:

- Management of the Bursar's Office staff at the four college campuses
- All Bursar receipts and disbursements
- Accounting systems, cashiering systems, and Bursar web services
- Bursar internal control policies and procedures
- Management of accounts receivables and collections
- Timely accounting, receivables, collections, and management reporting

DUTIES AND RESPONSIBILITIES:

- Supervise, organize, and ensure the billing, deposit, collection, disbursement and record maintenance of student tuition and fees, scholarships and awards, student agency funds, and workforce funds
- Train, develop, and mentor Bursar staff on office policies and procedures, leadership, technical skills, compliance knowledge, and industry best practices
- Offer financial solutions that maximize student registration and retention in accordance with a sound fiscal strategy

Knight Campus

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- Manage financial accounting and internal financial control systems, including maintaining a strong working knowledge of Banner student ERP and Touchnet payment systems, implementing changes as necessary, and coordinating departmental and college system needs with appropriate IT staff
- Perform user maintenance and testing of all Bursar system functions including rate tables, tuition calculations, application of payments, refunding, holds processing, credit card and ACH processing, drop for nonpayment, and other related functions
- Manage and promote the College's internal payment plans for credit and noncredit students
- Ensure that the Bursar Office is in compliance with Federal and State audit guidelines and assist in the annual audits and internal audit reviews
- Reconcile and manage the College's accounts receivables including student AR, contracts, and third party agreements
- Manage, coordinate, and evaluate collection agencies
- Prepare, as needed, weekly, monthly, quarterly and annual reports and analysis of accounts receivables, cash collections, disbursements and Bursar services
- Maintain 1098T information and prepare the annual 1098T file in compliance with IRS and industry standards
- Establish and maintain effective internal controls, policies and procedures over billing, collections, disbursements, and cash handling
- Protect personal and payment information in accordance with FERPA, PCI, and all Federal and State data security standards
- Develop and maintain strong relationships with third party funding agencies and act as the liaison between the College and these agencies, as well as participating students
- Initiate and maintain effective office procedures and effective communications with the College community including students, parents, faculty, staff, and the public
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences
- Other related duties as assigned

LICENSES, TOOLS AND EQUIPMENT:

Must be proficient in the use of personal computers, calculators, mailing pressure sealers, and office telephone systems. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required:

- Bachelor's degree in Accounting or Business Administration is required
- A minimum of seven years supervisory experience in (a) management of a complex accounting system, (b) public accounting, or (c) large billing and collections office or similar a combination of (a) , (b) and (c) including at least three years supervisory experience
- Working knowledge of a complex ERP system
- Excellent oral and written communications skills
- Strong interpersonal and team building skills
- High level analytical and organizational skills
- Proficiency in MS Office Excel and Word applications

Preferred:

- Master's Degree in Accounting or Business Administration
- CPA,CMA,CFE or other related professional certification
- Bursar experience at an institution of higher education
- Working knowledge of Banner Finance and Student Account Receivables systems
- Familiarity with the Financial Aid handbook, PCI council Standards, and FERPA regulations
- Proficiency in MS Office PowerPoint and Access applications

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://www.ccri.edu/campuspolice/clery/report/>