

## **Controller**

East Arkansas Community College is accepting applications for the position of Controller. This is 12-month non-classified position.

### **POSITION SUMMARY**

The Controller will work under the supervision of the Vice President for Finance and will be responsible for the following: Direct oversight of the Business Office functions including but not limited to daily accounting oversight including journal entries and proper revenue/expense recording, coordinating with Arkansas Legislative Audit for the college's annual audit, supervising business office staff (excluding human resources), supervising accounts payable and purchasing functions, supervising student accounts management (accounts receivable), preparing monthly financial reports, preparing annual reports and state closing book requirements, maintaining cash accountability and petty cash, and supervising accounting for grants. The Controller will also be responsible for assisting other departments (i.e. financial aid, grant directors, etc.) with accounting and financial questions as they pertain to the Business Office.

The Controller must also maintain knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements.

### **MINIMUM QUALIFICATIONS**

The formal education equivalent of a Bachelor's Degree in an appropriate field is required, Master's Degree preferred. Minimum of five years experience in a related field is required. The ideal candidate will possess prior experience in higher education accounting and will have a knowledge of Arkansas reporting requirements for accounting.

Salary commensurate with experience. EACC offers a competitive benefits package for all employees.

Please submit an EACC application, resume, and transcript(s) to EACC Personnel Office @ 1700 Newcastle Road, Forrest City, AR 72335, or online @ [www.eacc.edu](http://www.eacc.edu). Review of applications will begin immediately and continue until position is filled.

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