



Controller

The University of Arkansas – East Arkansas Community College is now accepting applications for the position of Controller.

Position Summary

The Controller will work directly under the supervision of the Chief Financial Officer and 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, maintain 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 Education and/or Experience

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: \$62,400.00

Please submit an UA-EACC application, cover letter, resume', and transcript(s) to UA-EACC Office of Human Resources, 1700 Newcastle Road, Forrest City, AR 72335 or via email to humanresources@uaeacc.edu. You may access the online application at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is filled. A background check will be conducted before hiring.