

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE
Assistant Comptroller

GRADE
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ORGANIZATIONAL UNIT
Finance

REPORT TO
Comptroller

APPROVED BY
Board of Trustees
February 19, 2025

SUMMARY:

Responsible for the day-to-day accounting functions of the College, including record-keeping activities, grant accounting, and independently performing difficult analysis. Perform advanced professional work in the preparation and submission of the annual budgets of the College as well as for the related entities of the College; the Faculty Student Association (FSA), and the TC3 Foundation. The work will be performed under general supervision in accordance with prescribed policies and procedures, allowing for the exercise of independent judgment in planning and carrying out the details of the work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for posting entries in subsidiary and general ledgers and closing the general ledger monthly, including the preparation of journal entries.
2. Responsible for ensuring all bank accounts for the College are properly reconciled monthly, identifying and correcting reconciling items in a timely manner.
3. Responsible for maintaining the accuracy of restricted funds, including the federal, grant, and capital funds.
4. Assists the finance department staff with creating monthly financial statements and the college's annual independent audits.
5. Assists with variance analysis, identification of trends, and providing insights into financial performance.
6. Provides assistance to the finance department staff with preparing annual budget documents for the College, the FSA, and the TC3 Foundation.
7. Responsible for ensuring the maintenance of necessary financial controls over budgetary accounts.
8. Assists with revising, systematizing, and installing account-keeping methods and procedures

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting or a closely related field and at least 3 years' experience in accounting.

DESIRED QUALIFICATIONS:

Master's in Business Administration or a Certified Public Accountant license and Governmental Accounting experience are preferred.