

RAMAPO COLLEGE OF NEW JERSEY
JOB DESCRIPTION

TITLE: Controller (Director 1, D32)

POSITION NUMBER: 018018

INCUMBENT:

UNIT/DIVISION: Business Services/Administration and Finance

DATE: March 1, 2017

RAMAPO COLLEGE OF NEW JERSEY:

Mission: Ramapo College of New Jersey is *New Jersey's Public Liberal Arts College*, dedicated to providing students a strong foundation for a lifetime of achievement. The College is committed to academic excellence through interdisciplinary and experiential learning, and international and intercultural understanding. Ramapo College emphasizes teaching and individual attention to all students. We promote diversity, inclusiveness, sustainability, student engagement, and community involvement.

Established in 1969, Ramapo College of New Jersey has an enrollment of 5,000 students and offers bachelor's degrees in the arts, business, humanities, social sciences and the sciences, as well as in professional studies, which include nursing and social work. In addition, Ramapo College offers courses leading to teacher certification at the elementary and secondary levels. The College also offers eight graduate programs as well as articulated programs with Rutgers, The State University of New Jersey, New York Chiropractic College, New York University College of Dentistry, SUNY State College of Optometry and New York College of Podiatric Medicine. The College is ranked as fifth in the Best Regional Public Universities North category by *U.S. News & World Report*.

Undergraduate students choose to concentrate their studies in one of five schools with more than 539 course offerings and 36 academic programs. Ramapo College boasts an average student/faculty ratio of 18:1 and average class size of 23, affording students the opportunity to develop close ties to the College's exceptional faculty.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time, managerial position, and days of work and hours are Monday through Friday, 8:30 a.m. to 4:30 pm. Note: This position is in the "NL" category of employment (non-fixed work week) and individuals in this role have no claim or entitlement to time off or cash compensation for hours worked beyond their normal schedule. Occasional evening and weekend work may be required as job duties demand. Compensatory time will not be granted for work done as an extension of the regular work day. It is the policy of the College to grant hour for hour compensatory time off, with advance

approval, only when employees are required to work on a holiday. Time earned must be used within one fiscal year from the time it is earned.

JOB SUMMARY:

The Controller reports to the Vice President for Finance and Administration and provides leadership and management oversight of the College's general accounting, financial reporting, accounts payable, and Office of Student Accounts. In addition, the Controller is responsible for leading the College's risk management functions, which would include review of insurance coverage, tracking of claims, and coordinating the business continuity process.

The Controller is responsible for ensuring the integrity of the accounting records, overseeing the production of timely and accurate financial reporting, recommending and maintaining appropriate fiscal policies and internal controls, and ensuring compliance with generally accepted accounting principles, state and federal laws and College policies. The Controller oversees and maintains the College's financial accounting system and is responsible for recommending and implementing methods to improve and maximize efficiencies relating to fiscal matters. He/she will act as a change agent in moving the business office structure to one that supports the future financial and accounting needs of the College.

DUTIES:

Provides leadership, supervision and management oversight for general accounting functions including: the Office of Student Accounts, student billing, student loans, collections, and accounts receivable; accounts payable; accounting for plant and capital projects including debt, student financial aid grant accounting; cash management; risk management; and accounting information systems and reporting.

Provides leadership to the Office of Student Accounts to design and deliver student-focused services to assist students in achieving their higher education objectives.

Provide direction in financial accountability, policy, systems and reporting. Reviews and develops key financial processes to insure compliance and integrity by improving, creating and implementing policies and procedures where necessary.

Oversees the College's financial reporting system and maintains accurate and detailed financial records, to ensure accuracy in data recorded and reported internally to management, and externally to federal, state and other authorities.

Has primary responsible for compiling the College's consolidated annual financial statements. S/he coordinates and manages the annual external audit, responds to annual management report, and drafts the management letter and footnotes for the annual financial statement. Prepares annual state CAFR report for the Office of Management and Budget.

Maintain effective system of College-wide internal controls; recommend enhancements to strengthen internal control systems through proper segregation of duties, supervision, and review of financial results and procedures.

Provides leadership in the use of technology to achieve administrative efficiencies and streamline processes, while enhancing overall accuracy and transparency of financial reporting . Recommends enhancement to policies, procedures and practices within the unit using technology to enhance effectiveness of operations and reporting.

Ensures compliance with Generally Accepted Accounting Principles, GASB, FASB, federal and state laws including tax, and College fiscal related policies.

Serves as the database administrator of the business continuity software, Kuali, and assists with project management of initial documentation process. Distributes reports to senior management and units at least annually to verify plans are up to date. Coordinates training on Kuali and serves as administrator for the software.

Works in coordination with Information Technology Services (ITS) and Ellucian to ensure the accuracy of the interface among Banner Finance, Banner Human Resources, Banner Student Information System, Banner Alumni Development System, Argos, and Adaptive Insights. Reviews/signs off on all requests to modify programming and accounts which affect Banner Finance either directly or via feeds from the other computer systems and software applications prior to submission and implementation.

Serves as a team member to secure bond financing. Reviews RFP's, official statements, bond documents and other materials to insure the accuracy of financial data.

Attends College Board of Trustee meetings and serves as member of the Audit Committee. Attends Foundation finance, audit and investment committee meetings and provides insight from the College perspective.

Provides support in order to meet IRS regulations relating to the tax liability for the College as well as its international population. Ensures that all tax regulations and compliance are met.

Serves as Risk Manager for the College. Gathers information on cases, prepares correspondence, and acts as liaison with the State Attorney General's office and the State of New Jersey Risk Manager regarding tort claims. Reviews and recommends various insurance coverage for the College. Maintains accurate records and documentation regarding the College's insurance activity, and serves as a member of the Safety Committee.

Builds strong relationships within the College by making accounting functions more transparent. S/He will be a leader, resource, and collaborator to all units and divisions to communicate the services and expertise offered by Business Services and to build stronger relationships across the College. Coaches and trains staff to provide superior

customer service throughout campus. Works closely with Foundation Comptroller on grant accounting and other financial matters.

Maintains effective communication and relationships with the College auditors, bankers and State authorities.

Other duties and projects as assigned by the Vice President for Administration and Finance.

May serve on internal/external committees relative to Business Services.

REQUIREMENTS

EDUCATION

A bachelor's degree in accounting is required supplemented by an advanced degree (MBA or MS); CPA preferred.

EXPERIENCE

Minimum ten years of progressively responsible professional experience in non-profit or higher education financial accounting, or with expert level knowledge of fund accounting in a non-profit or public accounting setting. Five years in a managerial/supervisory capacity required.

Proven seasoned leadership success and technical skills and knowledge in the areas of financial reporting, accounting and compliance.

ADDITIONAL KNOWLEDGE/SKILLS/ABILITIES

Evidenced ability to lead a diverse staff that mentors and leads by example and promotes accountability and a service-oriented delivery of accounting and financial services.

Demonstrated ability to lead strategically, with vision and energy with outstanding operational performance within a consultative decision making culture.

High level of technical skills, including systems knowledge, complex reporting and analytic abilities.

Ability to delve into the details of projects to assist with complex reconciliations and transactions as needed.

Success with and comfort in cultural change and re-engineering processes.

Creative ability to develop fiscal policies, procedures and systems.

Excellent oral, written and interpersonal communication skills.

Demonstrated judgment of risk management.

Knowledge of Banner Finance a plus.

EEO Statement:

Ramapo College is an Affirmative Action/Equal Employment Opportunity Employer. Ramapo has a long history of advocating, advising, and supporting diversity, equity, and inclusiveness. Examples can be found in its mission statement, strategic plans, degree and course offerings, community outreach programs, the Diversity Action Committee offerings, and the other numerous diversity conferences and programs. Ramapo's commitment to diversity and inclusion is infused across all facets of the College; where the environment is welcoming, dedicated to social justice, respectful of freedom of expression, focused on educating and having an ongoing conversation regarding cultural competence and the benefits and importance of diversity.