



Position Opening Notice Director, Fiscal Control; Controller

College and Area Information:

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

Organizational Relationship:

The Director, Fiscal Control; Controller reports directly to the Vice President of Finance.

Required Qualifications:

- Bachelor's degree in Accounting or a closely related field; or, an equivalent combination of education and experience directly related to the responsibilities listed
- Current CPA certificate, or the ability to obtain this within a short time frame
- Strong working knowledge of fund accounting and GASB pronouncements
- Ability to work effectively as a member of a critical administrative team and to develop productive supervisor, co-worker and subordinate relationships
- Strong knowledge of the various functions of a fiscal control office, including but not limited to, AR, AP, Payroll, Capital Asset Management, and Purchasing
- Thorough understanding of audit processes and procedures coupled with the ability to effectively position the institution for positive audit outcomes
- Ability to communicate effectively with a diverse internal and external audience
- Ability to develop and effectively utilize Excel spreadsheets and their calculating and financial functions
- Ability to utilize technology to maximize productivity and efficiency

Preferred Qualifications:

- Master's Degree in Accounting or a closely related field
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and the coordination of people and resources
- Strong decision making and complex problem solving skills demonstrated by successful leadership and outcomes of strategic initiatives
- Experience effectively leading and supervising the work of others to optimal levels
- A strong understanding of the legal and regulatory environment of post-secondary education and the ability to respond to and effectively operate within that environment
- Demonstrated ability to incorporate the ethical values of integrity, honesty, loyalty, equity and fairness, confidentiality, and trustworthiness in job performance
- An understanding of and commitment to the community college philosophy and goals

Responsibilities:

- Administer all general accounting functions, including accurate entry, adjustment, documentation, and reconciliation while complying with the GCCCD budget and all applicable rules and regulations.
- Provide leadership and effective oversight of all functions within the Fiscal Control Department including training, coordinating and managing the work of others to accomplish established goals.
- Oversee the preparation of monthly, quarterly, annual and ad hoc financial reports for internal and external use.
- Be directly involved in and effectively manage internal and external audits to ensure compliance with all applicable policies, procedures, rules and regulations.
- Coordinate the flow of financial information between fiscal control and internal and external entities while maintaining information security and confidentiality.
- Develop and maintain a thorough understanding of College policies and regulations; provide direction and assist college leaders in compliance with such; propose revisions as needed.
- Provide all generally accepted administrative duties appropriate to the office of Director, Fiscal Control; perform other duties as assigned.

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities. Eastern Arizona College is in compliance with the Crime Awareness and Campus Security Act of 1990 as revised. The Annual Security and Fire Safety Report that includes all reported campus crimes is available on the EAC website and can be accessed at http://www.eac.edu/About_EAC/Consumer_Information/report.pdf. A paper copy of the report will be provided upon request.

A daily crime log is available from the EAC Police Department upon written request.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

***Application
Information:***

Applicants should send a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities, a vita, transcripts (if copies are sent, official transcripts must be on file prior to the date of hire), a signed copy of the EAC application form, and a minimum of three written confidential letters of professional references, to:

Eastern Arizona College Human Resources
Director, Fiscal Control; Controller Position
615 N. Stadium Avenue
Thatcher, AZ 85552-0769

The submission of all required application materials for the screening committee's review is the responsibility of the applicant.

Applicants must be prepared to interview at their own expense.

Closing Date

All applicant materials must be received by 5:00 p.m. Monday, June 18, 2018. A decision is anticipated on or about July 9, 2018.

***Compensation and
Position
Availability:***

The initial position compensation range is \$83,224 to \$107,966 per current salary schedule plus a cash flex benefit. The position includes excellent employee benefits. The anticipated position start date is **July 16, 2018.**

Questions:

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