



Job Description

Job Title: Controller

FLSA Status: Exempt

Grade: 13

Department: Business Office

Reports to: Vice President of Administrative Services/CFO

Job Summary

The Financial Controller manages the Business Office for Gillette College and will provide strategic vision and leadership for the financial operations of the organization, ensuring a sound and sustainable financial environment focused on long-term success. Reporting directly to the Chief Financial Officer (CFO), the Financial Controller will oversee a team skilled in payroll, accounts receivable/student accounts, and accounts payable. This role will work closely with department heads and the Budget Manager to guide the budgeting and management of all financial activities and procedures related to the organization's financial goals.

The Financial Controller will ensure timely and accurate financial reporting, compliance with GAAP and NACUBO reporting, and implement effective internal controls. This role requires a collaborative leader committed to working with the current Business Office team, but also able to drive process improvements and further professional development of each team member.

Essential Functions *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Provide monthly financial reporting to the CFO
- Establish a process for each month-end close that ensures timely and accurate reporting
- Ensure staff works efficiently to complete their business office tasks while also serving students
- Establish procedures for timely collection of slow paying accounts and provide KPIs that support these efforts
- Manage a 13-month cash forecast
- Participate in Quarterly finance meetings with the finance committee of the Board of Trustees.
- Manage the annual financial audit and any relevant single, federal grant audits
- Provide growth and training for the team members.
- Work with budget manager and departmental managers to understand variances from budget and recommend any corrective actions needed.

- Maintain accurate records and sub-ledgers for balance sheet reconciliation on a monthly basis
- Monitor cash management and credit card compliance and oversee spending limits based on

procedure

- Oversee payroll processes and reporting
- Build successful strategic and operational partnerships with colleagues at all levels of the College and across the state
- Engage on campus and through communication channels as a champion of the business office for excellent student experience and staff

Minimum Qualifications *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- A bachelor's degree in accounting or related field with three (3) years of Controller experience, or bachelor's degree in unrelated field with seven (7) years of Controller experience in a higher education organization.
- Minimum of ten (10) years of accounting work experience in total
- Experience leading an accounting team in an organization with an annual budget of no less than \$15 million.
- Solid understanding of generally accepted accounting principles
- Strong interpersonal skills and the ability to work effectively across an organization at all levels.
- Advanced written, verbal, and interpersonal communication skills to effectively address complex subject matters, such as financial information, in an easy to understand and transparent manner.

Preferred Qualifications

- Experience as a Controller in a Higher Education organization
- Experience using Colleague as an accounting and reporting software.
- CPA would be beneficial, but not required.
- Familiarity with state legislative process and Wyoming Community College Commission as these entities relate to business at the college.

Competencies for Successful Performance

Knowledge of:

- Microsoft Office products with very strong skills in Excel.

Ability to:

- Understand and follow safety procedures.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.
- Develop a highly collaborative working environment to achieve individual, departmental,

and College-wide goals.

How To Apply:

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrteam@gillettecollege.org.

Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or smoore@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.