



Director of Financial Services and Controller

Shape the financial future of Arizona Western College as the Director of Financial Services & Controller. In this high-impact role, you'll oversee accounting operations, implement financial policies, and lead compliance efforts to ensure responsible fiscal management. Your strategic leadership will directly support the college's mission and long-term financial health. If you're ready for a rewarding leadership opportunity, apply today!

Salary:

\$117,000 – \$124,020 per year, depending on experience.

Summary of Function:

Plans, directs, administers, and organizes the financial services operations for the College District. Prepares various financial reports for internal and external use. Develops and monitors the initiates financial analyses; implements approved policies, accounting practices, and procedures.

Typical Duties:

- Serves Students. Directs and leads, directly or through delegation, the operations and functions of financial services. Serve as College's Controller for general accounting, accounts receivable, cashiering, accounts payable, general ledger, financial reports, cash management, financial aid accounting, grant and contract accounting, property accounting and control, and travel.
- Responsible for the design and/or implementation of automated accounting systems that ensure the accuracy and integrity of the accounting systems. Serves as Data Steward for fiscal access.
- Prepares annual audit reports and consolidated financial statements ensuring compliance with GAAP and established College policies and procedures.
- Facilitates the development and administration of the District budget. Assists with budget preparation as needed/required.
- Coordinates fiscal operations throughout the District.
- Coordinates analyzes and interprets external financial audits.
- Recommends, develops, and implements business policies, procedures, and practices that foster and promote student learning throughout the District.
- Recruits supervises, evaluates, and develops assigned staff.
- Support and participate in strategic planning initiatives and perform other duties as assigned.

Required Qualifications:

- Bachelor's degree in accounting, finance, business administration, or associated field, AND six years of position related experience, AND two years of supervisory experience
OR
- Master's degree in accounting, finance, or business administration, or associated field, AND four years of position related experience, AND one years of supervisory experience
- Certified Public Accountant preferred, but not required; certification or licensure must be provided with the application materials
- Five years of experience in a public education setting preferred, but not required; experience and work history must be demonstrated on application materials
- Experience using integrated administrative systems in a higher education setting and knowledge of computer applications, including spreadsheets and third-party software interfaces is preferred, but not required; experience and work history must be demonstrated on application materials

Additional Eligibility Requirements:

- Arizona driver's license or equivalent

Classification:

- Exempt

Position Type & Work Schedule:

- Full-time, 12-month position
- 38 hours per week
- Monday-Thursday
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include Fridays, nights, and/or weekends

Knowledge, Skills, and Abilities:

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow and operating procedures
- Knowledge of supervisory principles, practices, and techniques
- Knowledge of GAAP, governmental accounting and auditing, and various federal and state regulations.
- Knowledge of the principles and practices of supervision, training, human resources, and ethics.
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software and applications especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's time
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to maintain confidentiality of protected information and follow FERPA guidelines
- Ability to supervise and schedule the work of others
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

Work Environment:

- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, student, community contact and interruptions
- Working environment may include various locations across the service district, indoor and/or outdoor locations as needed to support program, department or institutional needs

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- May lift, carry, push, and/or pull, at times a minimum of 10 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and/or twist
- Safely and appropriately operate golf carts or district vehicles

Travel:

- May be required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department and institutional needs

Note:

- Yuma Campus
 - Benefits Eligible
-

APPLICATION PROCEDURE:

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume or Curriculum Vitae (no more than 3 pages)
3. Cover Letter
4. Unofficial College/University Transcripts

ADDITIONAL DETAILS:

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
- The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice

ADDRESS INQUIRIES TO:

Arizona Western College

Human Resources

Phone: (928) 344-7505 / FAX: (928) 317-6001 / TTY: (928) 344-7629

Email: Human.Resources@azwestern.edu

ARIZONA WESTERN COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER