



JOB DESCRIPTION-COMPTROLLER

General Description/Primary Purpose:

The Comptroller is responsible for providing the primary accounting services for the institution. Specifically, he/she provides general college accounting and record keeping; oversees federal, state and institutional compliance; assists with the coordination of audits; generates fiscal reports; provides budget and capital project financial information; and provides support for auxiliary activities. This will all be accomplished within the guidelines established by the U.S. Department of Education, Federal Laws, State Statutes, College policies and procedures, and other governing bodies as applicable. This position oversees the day-to-day operations of the Business Office and reports to the Executive Vice President of Finance and Operations.

Classification: Full-time, Exempt Staff

Salary: Salary commensurate with experience and qualifications, plus full fringe benefits.

Appointment: 12-month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at Murray State College will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with a low cost of living and numerous natural attractions offering fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, Murray State College offers the best of both worlds: small-town life with access to big-city offerings.

Description of Job Functions:

1. Assists in the preparation of budgets and revisions.
2. Prepares for external audits of institutional accounts.
3. Prepares for internal audits of institutional processes and accounts.
4. Research and validate account inquiries and balances as requested.
5. Works with other staff members to create sound internal control of the fiscal system and its regulations.

6. Interface deposits from students billing to the fiscal system (summarization, edit, and post).
7. Be responsible for monthly adjustments and closing entries including appropriations, payroll transfers, activity fee allocations, investments, trustee account changes, etc.
8. Prepare monthly financial statements for the board meetings.
9. Be responsible for reconciliation of funds and accounts with the State agencies.
10. Be responsible for the oversight and/or preparation for annual disclosures, including year-end closing, annual reports, audit work, FISAP reconciliations, fee waiver reports, IPEDS, 1099's, etc.
11. Retrieval of data for miscellaneous reporting, reconciliations, or departmental requests.
12. Be responsible for miscellaneous billing and data entry as needed.
13. Complete priority, short-notice administrative request as they arise.
14. Ability to maintain confidentiality relating to fiscal and personnel responsibilities.
15. Provides executive direction, guidance and policy information for financial and business management operations and decision makers.
16. Provide leadership and vision for the institution's fiscal information and services.
17. Aggressively seek and implement technological or other advances that serve to streamline processes and improve efficiency.
18. Evaluate all personnel responsible for the position.
19. Attend professional meetings to keep current with areas of responsibility including but not limited to OACUBO, SACUBO, and NACUBO.
20. Exhibit pro-active attitude and actions.
21. Participate in community service activities and programs.
22. Handle all requests/inquiries efficiently and courteously.
23. Deal with all individuals in a tactful, courteous, and professional manner.
24. Answer telephone, handle questions and inquiries, and provide back-up to other areas as needed.
25. Adhere to all institution policies and procedures and all federal and state regulations and statutes.
26. Maintain a positive attitude and be responsive to institutional needs.
27. Support the mission, vision, values, and goals of the institution.
28. Serve on campus committees as appointed.

29. Perform all job functions in a timely manner.
30. Perform duties as assigned by the Executive Vice President of Finance and Operations.
31. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests
32. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

Required Knowledge, Skills, and Abilities

Individual must possess these kinds of knowledge, skills, and abilities or be able to explain and demonstrate that they can perform the job's essential functions, with or without reasonable accommodations, using some other combination of skills and abilities.

- Knowledge of accounting principles and practices.
- Knowledge of financial statements, reports and budgets.
- Knowledge of fund accounting.
- Troubleshooting, analytical, critical thinking and problem solving abilities necessary to meet daily challenges of responsibilities.
- Ability to schedule time and to work efficiently under pressure of deadlines.
- Ability to be self-directed, recognizing and completing duties without immediate supervision.
- Ability to stand and/or sit continuously perform essential job functions for extended periods of time.
- Ability to develop and maintain an attitude of service toward students, coworkers, and others.
- Ability to organize work.
- Ability to communicate effectively, both orally and in writing.
- Ability to meet deadlines.
- Demonstrate knowledge of, or ability to become familiar with, two-year and/or community college systems in Oklahoma.
- Demonstrate knowledge of, or the ability to learn, computer software and systems relevant to business operations including Ellucian Colleague
- Demonstrate skills in Word, Excel, and PowerPoint.

Other Ergonomic Requirements

In performing job functions, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. Tasks such as typing and working at a computer keyboard involve extensive wrist and hand movements. All individuals are required to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential function of the job.

Hours:

Generally, weekday hours (Monday through Thursday) are 8:00 a.m. to 5:00 p.m., and Friday hours are 8:00 a.m. to noon. However, occasional early morning, evening, and weekend hours may be necessary.

Qualification Standards:

- 1. Minimum Educational Qualifications:** Bachelor's degree or other combination of education and experience. Knowledge of general principles of accounts payable, accounts receivable along with local, state, and federal government regulations/laws preferred. Knowledge of accounting principles and practices as well as financial statements, reports and budgets. Exhibit initiative, mature judgment, resourcefulness, confidentiality and strong interpersonal and communication skills. CPA preferred.
- 2. Minimum Experience:** Two-year college and/or university experience in business services or related areas preferred. Experience and/or training in working effectively in a racially and/or culturally diverse workplace.
- 3. Professionalism:** The Murray State College staff members are expected to show professional competence, integrity, and enthusiasm in performing all responsibilities.
- 4. Image:** Murray State College employees are expected to maintain a neat, well-groomed, professional image while performing their responsibilities.
- 5. Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

Application Process:

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

Submit Application to:

Human Resource Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, Oklahoma 73460
MSCemployment@mscok.edu

Application Deadline:

Position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.