

## Florida College

### Controller

The Business Finance Office at Florida College is seeking applicants for the position of Controller. The controller is responsible for planning and managing the college's financial planning processes, developing budgets, and recommending resource allocation. They are responsible for financial management, review and analysis of the financials for the institution and communicating those needs to senior management to allow for effective decision making. The controller will manage all aspects of the budget and accounting responsibilities including the daily activity of the college's budgets, annual audits, reporting and compliance of policies, procedures, regulations, and statutes.

### Primary Duties and Responsibilities:

- Work closely with the VP of Finance to develop, analyze, and support the annual budget and financial resources of the college
- Develop the necessary financial analyses to forecast, evaluate programs and allocations, and support executive decision making
- Plan and direct the annual budgeting processes
- Communicates budget results to both internal and external parties while developing the criteria and format to be used by all directors and programs in preparation of their annual budgets.
- Develop, review, implement and enforce financial planning policies to support the college's long-term goals and strategic plan.
- Oversee and prepare audit schedules and required audit documentation; coordinates scheduling and timely completion of the annual audit.
- Manages all accounting responsibilities including keeping the primary records, maintaining chart of accounts, and ensuring the completeness & accuracy of the general ledger.
- Manage bank and loan activity, including monitoring cash balances, reviewing bank reconciliations, and initiating transfers as necessary.
- Manage the month end process to ensure timeliness and accuracy.
- Review all transactions and monthly reports for the college's endowment funds and other investments; execute changes to endowment funds as directed by VP of Finance.
- Oversee the accounting for student billing, contributions activity, bookstore, sales, leases and taxes and respond to any accounting-related inquiries and detail requests.
- Oversee accounting for development contribution activity and work closely with development personnel to reconcile any accounting related inquiries.
- Prepare all financial reports for industry or government survey collection organizations.

- Oversee annual preparation of 1099 Misc., 1099R, 1098T forms and 990 returns.
- Oversee grants accounting and assists in the set-up of new grants.
- Supervise accounting staff.

#### **Minimum Qualifications (Required)**

- Bachelor's degree in accounting, finance, or related field.
- 3 years of accounting experience.
- Experience with audit processes.

#### **Preferred Qualifications**

- Master's degree in Accounting, Finance, or related field.
- CPA certification
- Higher Education Experience

Interested applicants should submit a cover letter, resume, and 2 references with contact information to Matt Dickey, Director of Human Resources at [Dickeym@floridacollege.edu](mailto:Dickeym@floridacollege.edu)

**Applications received by May 29, 2026, are assured full consideration.**

*Florida College is committed to maintaining a safe and secure campus environment and protecting the financial and physical assets of the institution. Therefore, Florida College conducts background checks on all finalists for employment. Successful candidates must demonstrate support for the mission and values of Florida College.*

*Florida College is an Equal Opportunity Employer and does not engage in prohibited discrimination in employment based on race, color, religion, national or ethnic origin, age, sex, disability, or prior military service. Florida College complies with applicable federal and state nondiscrimination laws.*