

Assistant Comptroller

About SUNY Orange:

Orange County Community College (SUNY Orange), located in the scenic Hudson Valley, is a multi-campus College with locations in the cities of Middletown and Newburgh, NY. We proudly claim the distinction of being the first county-sponsored New York State Community College. And, for over 70 years, SUNY Orange has been the primary workforce provider and educational resource for residents of Orange County and neighboring counties.

Our students come from all walks of life and are committed to their education and career development. Our graduates speak highly of a curriculum that challenges them and prepares them upon graduation to be competitive and successful if they are directly entering the workforce or to thrive when they transfer to four-year institutions. SUNY Orange values diversity, has been certified as a Hispanic Serving Institution (HSI) and has been named a Military Friendly college.

The College seeks dynamic individuals eager to engage in thoughtful, energetic and impactful leadership, and to help shape the future of a College that is respected within its community. If you desire the opportunity to mold the members of our diverse student body into the accomplished professionals and leaders they wish to become, crave an administrative atmosphere where creativity and forward-thinking ideas are welcomed, and are willing to roll up your sleeves to make it all happen, we encourage you to consider joining our College community.

Job Description:

Reporting to the Comptroller, the Assistant Comptroller provides leadership and professional accounting services with a focus on quality customer service to both internal and external entities. The Assistant Comptroller recommends general accounting procedures and processes, as well as assists with the approval, implementation and enforcement of such to ensure compliance with Orange County Community College Rules, the laws of the State of New York, and the rules and regulations of other jurisdictions including the Governmental Accounting Standards Board (GASB). This position works closely with the Comptroller providing assistance in the performance of various finance functions that play a significant role in the financial processing of the college, including but not limited to the supervision of accounting transactions, managerial accounting analysis and decision support, as well as the preparation of financial statements, reports and other data. In the absence of the Comptroller, the Assistant Comptroller will on an ad hoc basis, will act as the Comptroller when needed. Attendance may be required at occasional evening meetings.

Requirements:

Education Required: Bachelor's Degree or higher in Accounting, Finance or related field.

Experience Required: A minimum 7 years of progressive financial management experience; a minimum of 3 years of supervisory experience; thorough knowledge, understanding of, and experience with Generally Accepted Accounting Principles (GAAP), and Governmental

Accounting Standards Board (GASB) Principles; experience with annual audits and account reconciliations; experience with leading teams to achieve organizational goals; Excellent interpersonal and communication skills; ability to make independent decisions, manage multiple projects, prioritize workload and meet deadlines; advanced skills with Excel and Word. Knowledge of ERP systems (e.g. Banner, PeopleSoft, Oracle, etc).

Preferred Knowledge, Skills, Abilities and Worker Characteristics:

- Ability to effectively establish and maintain working relationships with supervising personnel, co workers, all college employees and the public.
- Master's Degree
- Certified Public Accountant
- Must be able to travel between the college's two campuses and other sites.
- Bilingual Skills.

Additional Information:

Deadline for Applying: Review of applications begins [October 22, 2021 and will continue until successful candidate has been identified.

Position begins: ASAP

Salary: Commensurate with experience. This is a 12 month Staff and Chair Grade 80 position with a budgeted annual salary range of \$70,800 to \$81,456.

SUNY Orange offers a very competitive benefits package which includes excellent low cost health insurance as well as a generous leave policy.

Orange County Community College does not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identification, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, veteran status, domestic violence victim status, criminal conviction or any other category protected by law. The College adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. Inquiries regarding this non-discrimination policy may be directed to: Iris Martinez-Davis, Civil Rights Compliance Officer, 115 South Street, Middletown NY 10940, (845) 341-4662, iris.martinezdavis@sunyorange.edu.

Application Instructions:

Please apply online at <https://occc.interviewexchange.com/jobofferdetails.jsp?JOBID=141602>

Create a SUNY Orange Employment Account by clicking on the APPLY NOW button. Upload the following documents, which are required for consideration:

- Cover Letter
- Resume
- References: Include three (3) professional references (including names, phone numbers and e-mail addresses). References will not be contacted without prior permission of the candidate.

- Orange County Community College values a diverse and inclusive community. Please include in your cover letter an answer to the following questions:
 1. How has diversity and inclusion played a part in your career?
 2. How would you bring that insight into your position at the college?

After submitting your resume the subsequent pages will enable you to upload the additional documents.

Official transcripts will be required upon employment. Foreign transcripts which are not accompanied by an evaluation from an approved agency may not be reviewed. Applicants may contact NACES (National Association of Credential Evaluating Service) at www.naces.org to obtain a list of members providing this service. Any expenses incurred for this service must be borne by the applicant. Foreign transcript translations by applicant or educational institution are not acceptable.

All applicants must have the legal right to accept employment in the United States. SUNY Orange does not support visa applications.

Employment at the College may be subject to the favorable result of a background investigation.

Returning Applicants - [Login](#) to your SUNY Orange Employment Account to check your completed application.