



## VACANCY ANNOUNCEMENT

**Position Title: Assistant Controller**

**Position #: 400710**

**Position Status: Full-Time**

**Reports To: Controller**

The Assistant Controller is responsible for all college purchasing including processing purchase requisitions, delegated signature authority for purchase orders, state VSS (bid) system, and serves as the college's P-Card administrator. Generate contracts, leases, agreements, and other legal documents and maintains and logs such documents. Oversee college physical inventory and ensures all items are accounted for in software system. Acts as liaison for online bookstore activities to ensure all textbook information and course information is up to date and accurate on the online bookstore website and reconcile monthly invoices. Ensures grants and contracts are properly accounted for and reported as required.

### **DUTIES AND RESPONSIBILITIES:**

1. Ensure timely processing of all purchase requisitions including encumbering purchase orders (as applicable) on BANNER system. Generate purchase orders and personal services contracts. Assist staff in determining appropriate use of purchasing documents pursuant to applicable rules and regulations.
2. Complete required reporting to Division of State Purchasing on quarterly basis. Update college purchasing procedures (including P-Cards) as necessary and communicate changes to college staff.
3. Position is the delegated purchasing signature authority for the college. Ensure all purchases follow state rules, procedures and laws set forth by the State Legislature, Division of State Purchasing, CCCS and Otero including the use of State Price Agreements. Ensure proper bidding procedures are followed including the use of the state VSS (bid) system.
4. Serve as P-Card administrator for the college including conducting staff training, resolving problems with the credit card company, and answering staff questions. Audits P-Cards monthly. Reconciles P-Card transactions. Research policies, attends annual forums to remain updated on changes, determines when P-card rules have been violated and sends appropriate warning and/or revocation notices to staff and supervisor. Responsible for renewal and reissue of credit cards for all staff prior to expiration.
5. Generate contracts, Leases, Affiliation Agreements, and other legal documents for the college in consultation with the Vice President of Business and Administrative Services. Work with faculty and clinical sites to determine appropriate Agreement to draft prior to submitting to Vice President for approval. Ensure contract logs are updated regularly. Work with CCCS and State Real Estate Program for approval of leases and lease renewals. Works with service-area K-12 school districts for completion of Concurrent Enrollment, ASCENT, and other types of contracts.
6. Manage physical inventory at all college locations. Responsible for maintaining college inventory control system and add/delete items according to State Fiscal Rules, CCCS policies and Otero guidelines. Generates inventory tags and ensures they are affixed properly.

Conducts annual physical inventory. Maintain inventory software and spreadsheets. Responsible for complete Fixed Asset additions/deletions in Banner System as well as TME. Update inventory processes and procedures as necessary. Works with Vice President on Annual Buildings & Contents reports.

7. Generate Capital Construction and Controlled Maintenance paperwork, encumbrances, purchase orders and pay requests on CORE (State System). Assist in preparing yearly college Controlled Maintenance and Capital Project requests.
8. Responsible to act as the liaison between Otero and the online bookstore contractor to include coordinating with Academic Affairs and Faculty for course schedules and required course materials for each semester.
9. Responsible for creating all new vendors in banner.
10. Assists the Controller to ensure grants and contracts are properly accounted for and reported as required. Work with grant coordinators to ensure proper grant activities, accounting, and reporting.
11. Provides assistance to individuals or departments regarding general account and budget questions, or other business processes. Conducts training for college personnel on the use of the institutional accounting systems.
12. Assists the Controller in special projects, and in developing and implementing new policies and procedures.
13. Serves as Backup to the Controller, Cashier, Accounts Payable and Payroll.
14. Other duties as assigned.

*See Human Resources for a complete job description.*

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree or an equivalent combination of education and/or experience may substitute year-for-year for the degree
- One year of recent office experience including any type of procurement or accounting.
- Able to read and interpret rules and policies and make modifications to processes as needed.
- Effective oral and written communication skills. Must be a self-starter, detail-oriented, able to work with minimal supervision, handle multiple tasks, and prioritize duties. Strong interpersonal, organizational, analytical and problem-solving skills.
- Occasional long and irregular hours necessitated by special projects, compliance with deadlines, length of institutional day and week, and committee service.
- Ability to work cooperatively and effectively with diverse student populations with special emphasis on first-generation, low-income, and students of color.

#### **PREFERRED QUALIFICATIONS:**

- Higher education experience.
- Governmental or Higher Education purchasing and or accounting experience.
- Knowledge of General Accepted Accounting Principles.
- Experience with Banner software, CORE and/or VSS (State of Colorado) systems.

#### **SALARY:**

\$40,000 - \$45,000 With an excellent and highly competitive benefits package including PERA retirement, health, vision, dental, life insurance, and sick leave. [Benefit Information](#)  
12-month academic year position. This position is eligible for Alternative Work Arrangements.

## **APPLICATION INSTRUCTIONS**

### **For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

## **APPLICATION DEADLINE**

Open Until Filled – 1<sup>st</sup> review of applications will be April 9, 2024

## **POSITION START DATE:**

ASAP

## **Submit Application Packet To:**

Otero College  
Attn: Kelsey Barbee  
Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050

FAX: (719) 384-6947

**Or Email To:** [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu)

## **Inquiries May Be Directed To:**

Kelsey Barbee  
(719) 384-6824

*Applicants must submit to and pass a background check before an offer of employment can be extended.*

**\*\*Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.\*\***

**\*\*Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. \*\***

## **Notice of Non-Discrimination**

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policy 3-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran status or military status, pregnancy status, religion, genetic information, gender identity, gender expression, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as "civil rights laws") including protection against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities. Otero recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the student population and workforce. Otero also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated Kelsey Barbee, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu), or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

*The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.*

*Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet*

**Qualified protected class individuals are encouraged to apply**

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

## **ABOUT OTERO COLLEGE:**

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing
- Phlebotomy
- Oxyacetylene
- Welding Fundamentals I
- Welding Fundamentals II
- Welding Production
- Advanced Welding Pipe
- Advanced Welding Railroad

To learn more about Otero College, visit the college's website at [www.otero.edu](http://www.otero.edu).

## **OTERO MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.