



VACANCY ANNOUNCEMENT

Position Title: Assistant Controller

Position #: 400710

Position Status: Full-Time

FLSA Status: Exempt

Reports To: Controller

The Assistant Controller is responsible for all college purchasing including processing purchase requisitions, subdelegated 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. 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. This position has subdelegated 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. Oversee inventory at Otero College and CDS locations. Keep records updated by adding or removing items based on rules and policies. Create and attach inventory tags. Do yearly

inventory checks, maintain inventory software, and update assets in Banner and TME.
Revise procedures as needed.

7. Generate Capital Construction and Controlled Maintenance paperwork, encumbrances, purchase orders and pay requests. Assist in preparing yearly college Controlled Maintenance and Capital Project requests.
8. Responsible for creating all new vendors in banner.
9. Reconcile monthly invoices from the online bookstore vendor.
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 and Accounts Payable.
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
- Experience using Microsoft Excel software

PREFERRED QUALIFICATIONS:

- Governmental or Higher Education purchasing and or accounting experience.
- Knowledge of General Accepted Accounting Principles.
- Knowledge of Uniform Grant Guidance
- Experience with Banner software, CORE or other accounting/financial software.

SALARY:

\$41,000 - \$46,125 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.) (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

Open Until Filled – priority will be given to applications received by May 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

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. *****

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 Mike Rager, Director of Civil Rights and Investigations as its EO/TITLE IX COORDINATOR and Kelsey Barbee, Director of Human Resources as its AFFIRMATIVE ACTION (AA), OFFICER 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, 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.

OTERO MISSION STATEMENT:

To educate students and provide workforce training that enhances personal and professional growth and encourages all students to become the best version of themselves. .