HUMAN RESOURCES
EMPLOYMENT OPPORTUNITY
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Title: Controller
Campus: Uvalde

Job ID: 262714710101
Closing Date: January 5, 2027

Job Duties: The Controller reports to the Vice President of Finance and is responsible for the design, implementation, and maintenance of the College's accounting systems and internal controls to provide accountability and reporting from the general ledger operating funds, restricted funds, and endowment funds of the College; serve as liaison with Grant Program Directors, the Payroll Department, the Information Technology Department, the Human Resources Department, Business Office Director, and Financial Aid Director. Work rules, code of conduct and other policies are part of the essential functions of the job. Vice President of Finance may assign other duties.

Classification: Full-time, Exempt

Department: Business Office

Salary: Commensurate with education and experience; twelve-month professional position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Bachelor's degree in Accounting or related field with 30 credit hours in accounting. Master's degree in Business or related field preferred.

Experience & Training: At least five years of progressively increasing in responsibility work experience in an accounting related position. Experience in governmental accounting, educational institution and CPA preferred.

Additional Qualification Requirements: Skilled in the use of 10 key calculators and the use of personnel computer software such as Excel, Word, and other windows applications. Must have thorough knowledge of Generally Accepted Accounting Principles, fund accounting and other industry guidelines; excellent organizational skills; ability to work under pressure and meet deadlines; ability to prioritize and work on multiple assignments; ability to solve practical problems and deal with a variety of concrete variables; ability to interpret a variety of instructions furnished written, oral, diagram or schedule form; and proficient in preparation of worksheets using Excel. Must have the ability to communicate effectively and work with personnel, management, granting agencies and customers in a professional and courteous manner. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference checks specified for the position. Must have a valid Driver's License and be insurable through SWTX insurers. Travel required to other geographic locations served by the college.

NEW APPLICANT
Create a New Account & Apply
New to our application system? Create an account and begin your application.

Ready to join the SWTX team?
Choose the option that applies to you.
(Click the link on either box)

RETURNING APPLICANT
Continue Your Application
Already have an account? Sign in to continue or complete your application.