

TITLE: Comptroller

DEPARTMENT/DIVISION: Fiscal Affairs

REPORTS TO: Vice President of Finance, Grants and Enrollment

CLASSIFICATION: Professional, Full-time

SALARY: \$50,000 - \$55,000

POSITION SUMMARY

The Comptroller is the chief accounting officer and is responsible for providing the primary financial accounting, reporting, and record-keeping services for the institution. This position reviews the daily operations of the Business Office, oversees all general ledger accounting functions, ensures federal, state, and institutional compliance, and develops and maintains internal controls to safeguard the College's financial assets.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers and the community we serve. Interacts effectively with faculty, staff, students, and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Balance and reconcile all cash and allocation accounts with the Oklahoma State Treasurer's Office and OMES daily.
- Monitor the college's cash accounts through the Oklahoma State Treasurer's Office daily and manage cash flow to meet all payroll and accounts payable obligations.
- Prepare financial reports for presentation to the Board of Regents at all scheduled and called meetings.
- Prepare ad hoc and scheduled reports for the OSRHE, Oklahoma State Treasurer's Office, OMES, VPFGE, or others as requested.
- Review and recommend, monitor, and enforce appropriate financial controls through detailed policies, procedures, internal controls, and training.
- Assist in preparing annual GASB/GAAP financial statements.
- Work directly with state, internal, and external auditors on any audits of college financial records, including posting any/all adjusting journal entries to the general ledger.
- Review, update, add, or delete general ledger accounts as needed.
- Balance all general ledger accounts at the end of each month, closing the accounting periods as appropriate.
- Coordinates the flow of financial data from the student accounts receivable system and the student registration system into the general ledger.
- Serve as the point of contact for all budget and financial system access and inquiries.
- Oversees the accounting for grant funds in conjunction with college personnel responsible for administering grants.
- Remain current on all state and federal regulations pertaining to college accounts, grants, etc.
- When appropriate, serve as the office representative on campus-wide initiatives and improvements.
- Answer questions from students, employees, and community as related to pertinent areas, resolving disputes in a timely manner.
- Handle confidential information with tact and discretion.

OTHER DUTIES AND RESPONSIBILITIES

- Perform other functions as necessary or as assigned.
- Work on any other projects as directed by the Vice President of Finance, Grants and Enrollment.
- Some travel required and may include overnight or weekend stays.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Must have a minimum of a bachelor's degree in accounting, finance or related field, a master's degree or Certified Public Accountant certification preferred.
- Five years' similar or related experience in a business setting, with higher education business experience highly desirable.
- Must be able to assemble, evaluate, and draw reasonable and logical conclusions from appropriate data, and take responsible resulting actions.
- Must be able to communicate effectively with students, faculty, staff, and administrators and with the public in person, electronically or telephone.
- Ability to understand and implement the policies and procedures pertaining to the functions of the business office.
- Skills and knowledge to fully operate in Jenzabar and related accounting software.
- Proficiency in the use of computers and experience with Microsoft Office (Word, Excel, PowerPoint, etc.) are required.
- Strong organizational, time management, human relation skills, and excellent written communication skills.
- Hard-working, enthusiastic, dependable, self-motivating and willing to work additional hours to complete tasks
- Must be available to work flexible hours during peak times of the academic year.
- Must be able to communicate effectively with students, faculty, staff, and administrators and with the public in person or by use of the telephone
- Must be able to type at a reasonable speed with a high degree of accuracy

Applications will be accepted until the position is filled; however, only candidates whose applications are received by **November 14, 2025**, are assured of receiving full consideration. Review of application will begin immediately. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of the position is contingent on available funding.*

To apply, please send letter of application, resumé, copies of all academic transcripts, and three professional references to:

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

and/or

E-Mail: hr@sscok.edu

SSC participates in E-verify.

Posted October 31, 2025