



Assistant Controller

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's New Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for an experienced **full-time Assistant Controller** for its Accounting Services Department. Under the supervision of the Controller and the Chief Financial Officer, the Assistant Controller is responsible for the day-to-day management of the accounting department and accounts payable. He/she will monitoring compliance with established federal, state, and local regulations, as well as internal policies, procedures, and processing time schedules, while maintaining confidentiality of all data. The Assistant Controller will be responsible for the preparation and analysis of ad-hoc reports to assist senior College management in the decision-making process. He/she will be responsible for the management of the annual financial audit.

A Bachelor's degree is required with a minimum of five years' experience, preferably in a Higher Education institution. CPA license preferred. Strong leadership qualities, with the ability to develop and maintain a positive team spirits. Excellent organizational and administrative skills, with proficiency in juggling many tasks simultaneously. Candidate should be able to demonstrate understanding of and commitment to the role of comprehensive community college in an urban multi-cultural setting. Proficiency with various computer software programs including Microsoft Office suite including Access and Excel, and experience with Ellucian (formerly Datatel) Colleague or similar higher education platform required.

To Apply: Send letter of application, resumé, salary requirements and names/contact information of three professional references.

Geoffrey A. Sims, CPA
Controller
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For additional information and employment opportunities at HCCC, please visit:
www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

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