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 the 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 Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for an experienced full-time Controller for its Accounting Services Department. Under the supervision the Chief Financial Officer, the Controller is responsible for the management of the accounting, payroll, bursars department and accounts payable. He/she will monitor 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 Controller will oversee the design and training for new systems implemented in the Controller’s area of responsibility. He/she will be responsible for the management of the annual financial audit.

A Bachelor’s degree in accounting and MBA is required with a minimum of five years’ experience, preferably in a Higher Education institution. He/she will hold an active CPA license and demonstrate knowledge of FASB and financial statement preparation, payroll and payroll taxes. Must have strong leadership qualities, with the ability to develop and maintain a positive team spirit. 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 a letter of application, resume, salary requirements and names/contact information of three professional references to:

Via USPS: Hudson County Community College
Department of Human Resources
81 Sip Avenue - Mezzanine Level
Jersey City, NJ 07306
Via Email: Resumes@hccc.edu
Via Fax: 201-714-2509


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

HCCC IS AN EEO/AA EMPLOYER