

**Controller**

**Primary Function**

To assist in the management of the Business Office.

**Organizational Relationships**

Reports to the Business Manager.

**Qualifications**

- Graduation from a college with BA degree in accounting.
- Demonstrated skill in management of financial systems.
- Proficient skill in mathematics including basic computation, percentages, rates, and working with money.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle personnel information with confidentiality.
- Ability to make computations with speed and accuracy.

**Performance Responsibilities**

1. Provide oversight to the Payroll, Accounts Payable and Accounts Receivable sections and ensure compliance with state and federal regulations.
2. Prepare annual budget documents and exercise control over expenditures.
3. Supervise financial operations of cafeteria, childcare, and summer programs.
4. Maintain separate accounting funds in accordance with state regulations.
5. Invest available funds and maintain investment records.
6. Coordinate accounting functions with the Treasurer.
7. Prepare financial reports and claims for state and federal grant programs.
8. Coordinate the annual financial audit with the independent audit firm.
9. Maintain internal control system and perform internal audits.
10. Invoice and collection of student fees.
11. Perform other related duties as assigned by the Business Manager.

**Terms of Employment**

260 work days. Salary and work year established by the Board of Education.

**Evaluation**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service personnel.