



CONTROLLER

DEFINITION:

Under direction of the Chief Financial Officer, supervises specific accounting functions and fiscal reporting requirements of the District within a computerized fund accounting system; performs the most complex District accounting functions and other related work as required.

DUTIES:

Coordinates, trains, and supervises the work of accounting and purchasing in classifying and summarizing accounting data within a computerized environment; formulates, revises and implements accounting systems and procedures as needed; prepares and verifies the accuracy of various financial and statistical reports; assists in the preparation and maintenance of the District budget:

establishes and maintains journals, ledgers and other accounting records; prepares trial balance and financial statements; prepares account analysis as required; supervises the reconciliation of various cash accounts; edits computer reports for accuracy; makes complex arithmetical calculations and verifies computations; interprets and implements government regulations and directives; may coordinate accounting, purchasing and warehouse activities; supervises and performs responsible tasks related to the preparation and management of accounting records and reports, such as revenue, expenditure, indirect cost, transportation, proprietary enterprise, purchasing, accounts payable, federal, state and county funded programs and general accounting. Assists Chief Financial Officer when needed. Develops and adapts software programs for accounting use. Performs other related work as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- accepted accounting principles
- legal provisions governing school district financial transactions
- purpose, methods, systems and practices of school district accounting and financial record keeping
- computerized accounting systems
- principles of organization and management
- principles of effective supervision

Ability to:

- interpret and implement complex governmental regulations and directives
- plan, coordinate and supervise the work and training of accounting personnel
- operate computer and various office machines
- accurately perform difficult accounting functions without supervision
- communicate effectively with all levels of district personnel, the board, and the public
- establish and maintain cooperative working relationships
- develop and adapt software computer programs to meet district accounting needs

Experience:

- four years of increasingly responsible experience as an accountant working in a computerized environment with financial statements, audit scheduling, accounts payable, budget development, cash management, indirect costing and governmental reporting, including supervisory experience, preferably within a school district setting

Education:

- Bachelors degree or equivalent in business administration, accounting, or a closely related field

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

10-19-93

Range: Admin. Salary Sched.