

TITLE: Comptroller and Assistant to the Business Administrator

QUALIFICATIONS:

1. A CPA or Master's Degree from an accredited college or university in related field.
2. At least five years of experience in accounting related position.
3. Supervisory experience preferred.
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: School Business Administrator/Board Secretary

JOB GOAL: To assist the School Business Administrator/Board Secretary in the administration of the district's business affairs to provide the best possible educational services given the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Provides direct supervision of the Payroll, Health Benefits, and Accounts Payable staff and the responsibilities of payroll preparation/distribution and accounts payable.
2. Prepares all required monthly financial reports accurately and in a timely manner. Ensures that all accounts are balanced and journal entries posted monthly.
3. Tests for compliance with established policies and financial practices and analyzes the efficiency of operational methods.
4. Communicates to all appropriate staff members the systems of internal controls and continuously monitors, tests and adjusts, as needed, internal controls to ensure the safeguarding of district assets.
5. Responsible for all accounts receivable functions.
6. Responsible for the preparation and administration of the district's financial data maintaining the necessary accounting documents and internal controls to meet state and auditing requirements.
7. Management of cash, including cash management projections, internal controls, and efficient return on investments, to ensure safe keeping and distribution of all district funds.
8. Shall act as the liaison with the Treasurer of School Monies and the bank, facilitating deposits, withdrawals and monthly reconciliations.
9. Analyzes line item budget reports for accuracy and compliance with State Administrative Code with respect to preventing overspending by line account. Recommends line item transfers to the School Business Administrator/Board Secretary. Reconciles line item budget to all ledgers on a monthly basis.
10. Monitors the administration of student activity accounts including, but not limited to, reviewing the financial statements on a monthly basis and assisting building principals and bankers on appropriate management and expenditure of funds.
11. Monitors the fiscal aspects of the district's food service operation.
12. Manages the fiscal aspects of all federal grant programs.
13. Maintains and manages Fiduciary and Trust Funds.
14. Maintains and manages the district's fixed asset system.
15. Assist the School Business Administrator/Board Secretary in providing direct oversight of all aspects of the district's financial operation.

Approved:

16. Assist the School Business Administrator/Board Secretary with the district's annual external audit and arranging for the auditing of all school accounts and provides oversight of and
17. Assist the School Business Administrator/Board Secretary in directing programs of in-service training to improve skills of district personnel responsible for school business related functions.
18. Assist the School Business Administrator/Board Secretary in the maintenance and operations of the district's facilities including the development of educational specifications and plan review for all capital improvement and new construction projects at the elementary level.
19. Assist the School Business Administrator/Board Secretary in the maintenance of the district transportation department and assists with resolving transportation issues.
20. Assists in the planning and preparation of the annual district budget as well as long term planning in terms of community resources and needs.
21. Assist the School Business Administrator/Board Secretary in the development of school business related policy being considered for adoption by the Board of Education.
22. Assists with the preparation of the Application for State School Aide (ASSA) Report, Extraordinary Aide Application, and any other applicable data collections and grant applications.
23. Participates in Administrative Staff meetings and attends other meetings and seminars as necessary.
24. Prepares and submits reports and other documents as required by the Superintendent and the Board of Education.
25. Performs such other Business Administrator/Board Secretary related tasks as may from time to time be assigned.

TERMS OF EMPLOYMENT:

Twelve months per year.
Salary as determined by The Board of Education.

EVALUATION:

Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures on evaluation of administrative personnel.