

**Monticello Public Schools  
ISD #882  
JOB DESCRIPTION**

**Position Title: Controller**

**Department: District Office**

**Exempt Status: Exempt**

**Reports To: Director of Business Services  
and Director of Special Education**

**Date: December 22, 2016**

**Approval: Assistant Superintendent**

**JOB SUMMARY:** Responsible for assisting the Director of Business Services with fiscal reporting, budgeting, and the coordination of work flow within the District Office. Ensure generally accepted accounting practices and state and federal rules are adhered to in the operations of the school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**30%** Accounting and Finance Functions

- A. Assist in the implementation and coordination of the district's accounting function, to meet required financial, budgetary and fixed asset management records.
- B. Assure accuracy of the district's subsidiary accounting functions including payroll, accounts payable, and accounts receivable.
- C. Assist the MARSS Coordinator with student accounting and recordkeeping.
- D. Maintain a student database of tuition students, verify data on billing for accuracy, and setup billings for payment review.
- E. Prepare tuition acknowledgements for all Coop member districts.
- F. Verify and monitor federal grant revenues and expenditures including EDRS/SERVS reporting to provide analysis and assure compliance.
- G. Complete entire EDRS process for all Coop member districts.
- H. Reconcile the bank statements to the general ledger cash accounts monthly. Research any discrepancies and prepare necessary journal entries to correct the accounts.
- I. Provide support in reconciling the monthly insurance benefit accounts.
- J. Reconcile the district's fixed asset records and prepare year end entries.
- K. Maintains the knowledge of the District's accounting practices and overall internal controls in the collection, safekeeping, and distribution of all funds according to generally accepted accounting principles.
- L. Responsible for proper and accurate accounting of all receipts and expenditures according to the State's Uniform Financial Accounting Report System and compliance with district policy for the Sherburne Northern Wright Special Education Cooperative.
- M. Monitor cash requirements and analyze cash flow for the Sherburne Northern Wright Special Education Cooperative.
- N. Compile and verify child count information for all Coop member districts and the Sherburne Northern Wright Special Education Cooperative.

**25%** Annual Audit & State and Federal Reports

- A. Assist with district financial reporting (internal and external) including any required state and federal compliance reporting. This includes providing assistance with accounting and bookkeeping functions of special education, food service, transportation, and various grant programs.
- B. Review the Minnesota Department of Education's website for required communication, receive electronic mail, and download IDEAS Reports, Food Service Reports and other reports as necessary.
- C. Verify compliance with UFARS requirements through periodic review of account codes. Review various cost allocations including transportation, food service, telephone, and others as necessary.
- D. Prepare and/or compile reports, wire transfer schedule, annual financial reports, student tuition statements, and other documents.
- E. Coordinate annual audit process.
- F. Assist in the preparation of year-end accrual and audit worksheets and adjusting/closing entries and compliance with all government requirements.
- G. Provide adequate audit trails to ensure ease in completing annual audit. Participate in the preparation of all records, accounts, and accrual entries for the annual audit.
- H. Perform internal audits as directed by the administration and assist in special program audits as required by outside agencies.

**15%** Financial Planning and Budgeting

- A. Initiate the compiling of data in the development of the School District revenue and expenditure budget.
- B. Generate budget reports to administration, including providing staff with assistance on accounts and balances.
- C. Coordinates the budgeting process to include the supervised development of estimates of site allocations, salaries, and benefits. Process incoming budget materials from administrators. Provide general budget development support.
- D. Develop the Hockey budget and report to the Association committee.
- E. Develop the Sherburne Northern Wright Special Education Cooperative budget.

**15%** Work Direction/Training

- A. Assist with the management of the absence management system, including providing ongoing recommendations for and implementation of improvements to the system as necessary to assure continuous improvement.
- B. Manage the time & attendance system to ensure an orderly workflow and effective use of available time, money, and staff resources, including providing ongoing recommendations for and implementation of improvements to the system as necessary to assure continuous improvement.
- C. Manage the employee assignment system to ensure an orderly workflow and effective use of available time, money and staff resources, including providing ongoing recommendations for and implementation of improvements to the system as necessary to assure continuous improvement.
- D. Explain proper UFARS coding requirements to staff.

**10%** Backup Support

- A. Assist in the coordination of the day-to-day activities of the business services office to ensure an orderly workflow and effective use of time, money and staff resources in the absence of the Director of Business Services.

B. Provide backup and support as directed for the Payroll clerk position.

**5%** Professional Development

A. Attend meetings, in-service and workshops as required.

Performs other duties as assigned or requested.

**WORK REQUIREMENTS AND CHARACTERISTICS:**

**Education/Certification Requirement:**

- Bachelor's degree in accounting or business.
- CPA preferred but not required.

**Experience:**

- Three or more years of accounting experience preferred.
- Previous school finance experience preferred.

**Essential Skills Required to Perform the Work:**

- Knowledge of office practices.
- Knowledge of computer programs/data processing.
- Knowledge of data management.
- Knowledge of UFARS.
- Knowledge of generally accepted accounting standards.
- Knowledge of state and federal reporting guidelines.
- Knowledge of records retention schedule.
- Proficiency in operating computer hardware and software applications.
- Good human relations skills.
- Project management skills.
- Ability to communicate effectively.
- Office organizational and time management skills.
- Ability to maintain confidentiality in all aspects of the job.

**Machines, Tools, Equipment, Electronic Devices, and Software Required:**

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile, postage meter.
- Proficiency or ability to learn various software applications.

**Supervision of Other Employees:**

- This position does not provide work direction or supervision to other district employees.

**Physical Job Requirements:**

- Position requires regular periods of sitting at computer.
- Position involves occasional stooping.
- Position involves frequent repetitive motion in performing tasks.
- Position involves frequent fingering keys on word processing equipment and 10 key calculators.
- Position involves occasionally lifting up to 25 pounds.
- Position involves listening, speaking clearly and visual activity.

**Mental Job Requirements:**

- Position requires organizing and prioritizing tasks in order to meet deadlines.
- Position requires attention to detail and need for accuracy.
- Position requires the ability to do high-level problem solving.
- Position requires basic proficiency in technology.
- Position requires multiple tasking while dealing with constant interruptions.
- Position requires courteous customer service relations.
- Position involves exercising confidentiality in handling School District information.
- Position involves flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position requires working collaboratively with office and district staff to accomplish the goals of the district.

**Working Conditions:**

- Normal office conditions.
- May travel during work schedule.

**Job Outcomes:**

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Processes information accurately and efficiently in a timely manner that contributes to the effective and efficient operation of the office.
- Maintains accurate and up-to-date records to help ensure that the district properly meets financial requirements set by state and federal guidelines and district policies and procedures.
- Maintains confidentiality, security, and accuracy regarding all district records.
- Interfaces revenue and expenditure information into the accounting system and provides detail to administration as needed to ensure financial stability for the district.

***This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.***