



## JOB INFORMATION

**TITLE:** CONTROLLER

**EMPLOYEE GROUP:** Classified **ADDITIONAL JOB CODES:** 504

**SHIFT:** 8 hours/day, Monday – Friday  
40 hours/week

**TERM OF EMPLOYMENT:** Full Time, 12 Month Position

**HOLIDAYS:** As Per School Calendar

**LOCATION(S):** District Administration Office

**RATE OF COMPENSATION:** Per the Classified Compensation Plan

**FSLA:** Exempt \_\_\_\_\_ Non-Exempt \_\_\_\_\_

Last Edited On: 12/16/2019 Board Approval Date: 01/13/2020

## ORGANIZATION

DEPARTMENT: Business Office

REPORTS TO: Business Manager

## JOB SUMMARY

### SUMMARY

As the Controller for the District, this person has the responsibility for all accounting related activities within the District. This includes those reports associated with the annual budget, the local audit and the annual financial report. This position operates and supervises the purchase order system and works with department chairs and principals in that process.

### QUALIFICATIONS

- a. An Associate Degree or higher is preferred;
- b. Have education and experience in full accrual, double entry fund accounting and a thorough knowledge of basic accounting procedures;
- c. Have experience with a school district, government accounting and two (2) years of experience in a Business Office are preferred;
- d. Have experience with dedicated business accounting or ERP software, must be advanced Excel user and be able to work with database concepts;
- e. Have proficiency in using on-line computing, remote access and printing, MS Outlook, MS Word, and Adobe Acrobat;
- f. Have exceptional work ethic and integrity; and
- g. Have the ability to work collaboratively with others.

## ESSENTIAL FUNCTIONS

### SCOPE OF RESPONSIBILITIES

- a. Responsible to account for the District's revenues and expenditures, including the timely and accurate posting of all financial transactions and subsequent summary reporting of those transactions;
- b. Responsible for all aspects of purchasing; and
- c. Responsible for maintaining current fixed asset inventory.

### PERFORMANCE RESPONSIBILITIES

- a. Operate the District's accounting software to record and maintain in a detailed, accurate and thorough manner all revenues and expenditures in accordance with the *Manual of Accounting and Financial Reporting for Pennsylvania Schools*. Works with appropriate technology staff at the IU for security, maintenance, upgrades, and modifications to the accounting systems;
- b. Develop necessary procedures, account codes and reports required to ensure detailed accounting of District funds. Expand account codes available to enable in-depth recording of expenditures by function, object, funding source, building, subject and cost center;
- c. Work with Business Manager and Administration to provide those reports necessary to enable recurring budget analysis and identification of cost savings, efficiencies and cuts;
- d. Initiate budget planning cycle in District's accounting software and work with administration to build and present annual budget;
- e. Coordinate all purchase order processing for the District's Funds. Prepare procedures and distributes information regarding purchase orders processing within District's accounting software. Monitor and approve all purchase orders. Coordinate all Joint Purchasing activities;
- f. Monitor Accounts Payable and Payroll processing and, when necessary, direct those actions required for proper accounting within the District's accounting software system;
- g. Record, reconcile and report on all state and federal funds expenditures including ARRA, Special Education, IDEA ABG, Title I, Title II and others as required by law, statute or regulation;
- h. Coordinate all data collection and develop necessary procedures for recording capital asset inventory within District's accounting software;
- i. Accumulate appropriate documentation from vendors for 1099 administration. Compile data and complete in a timely fashion all reports for local, state, federal reporting requirements;
- j. As required, assist district Directors and Administration in budget management, reporting and use of District's accounting software; and
- k. Be responsible for Student Activities Fund, Capital Projects Fund and any construction funds.

## CONTROLLER

### SPECIFIC RESPONSIBILITIES

- a. Purchasing:
  1. Encumber all purchase orders; and
  2. Verify purchase orders against account balances prior to approval.
- b. Financial accounting for all District funds:
  1. Prepare PDE Budget Report (PDE-2028) for submission to the state within fifteen days after Budget approval;
  2. Prepare all general fund, capital reserve, and any construction fund vouchers for payment;
  3. Prepare check registers for each Board Meeting;
  4. Data enter all revenues to correct budget accounts;
  5. Data enter all adjusting entries for all funds;
  6. Close the accounting records for each fund at the end of month;
  7. Balance and examine accounts of all funds for correct posting of data entries;
  8. Prepare monthly expenditure reports of General Fund Accounts for the Federal Programs Coordinator, the Assistant Superintendent, Director of Curriculum and Instruction, Business Manager, and Superintendent;
  9. Prepare monthly Treasurer reports for the 2<sup>nd</sup> Board Meeting of the month;
  10. Prepare and recommend budget transfers when required;
  11. Reconcile General fund and Payroll fund bank statements with the General Ledger cash account monthly;
  12. Prepare new accounts as needed for all funds;
  13. Enter new budget figures at the beginning of the fiscal year and verify all accounts are in balance for all funds;
  14. Enter beginning balances for balance sheet accounts as per audit for all funds;
  15. Assist local auditors with the end-of-year audit and preparation of financial statements;
  16. Assist auditors with adjusting entries and data enter for all funds;
  17. Determine end-of-year budget transfers and prepare for Board approval;
  18. Verify that the end-of-year expenditure and revenue account balances are in agreement with the audit report;
  19. Maintain copies for all funds of detailed General Ledger, Expenditure, and Revenue account information yearly;
  20. Prepare the Annual Financial Report (PDE-2057) for submission to the State by October 31 of each year;
  21. Work with Federal Programs Secretary and Administrator for all Federal Projects accounting; develop and provide full reporting of all federal expenditures required for state and federal reports;
  22. Work with State Auditors on audits of all financial records for the District;
  23. Prepare the Annual Liquid Fuels Tax Refund report (PA. Code Title 61 – Revenue)
  24. Prepare the annual School Health Service Report (H511.337); and
  25. Allocate and distribute the annual interest to Student Activity accounts.

## CONTROLLER

- c. Equipment Inventory
  - 1. Coordinate the listing of all school district equipment within the District's accounting software program. The information shall include school, description, serial number, cost, and year of acquisition.
- d. Rental reimbursements
  - 1. Prepare rental subsidy reimbursement applications as related to construction projects; and
  - 2. Maintain records of rental reimbursement forms and receipts for audit.

## MISCELLANEOUS RESPONSIBILITIES

*The Accounting Controller shall also:*

- a. Coordinate the storage of financial records and disposal as per the state mandates;
- b. Perform all other duties as directed by Business Manager and/or District Administration; and
- c. Engage in professional learning as necessary to effectively perform all responsibilities of the position.

## WORK ENVIRONMENT

- a. Office, Schools, meeting and conference areas. Work indoors and outdoors; visit classrooms and area employers; and
- b. Position is in well-lighted and well-ventilated school buildings.

## ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

## PHYSICAL DEMANDS

- a. Frequent travel to school district buildings;
- b. Frequent walking throughout various areas;
- c. Often sitting at a desk for extended periods;
- d. Standing for limited periods of time;
- e. Frequent bending, stopping, twisting, reaching, grasping, sitting and typing;
- f. Moderate moving from 15 to 50 pounds;
- g. Some carrying – up to 50 pounds;
- h. Manual dexterity to use office equipment; and
- i. Repetitive movement of fingers and hands for keyboarding.

## SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen;
- b. Auditory acuity to be able to use telephones; and
- c. Ability to speak clearly and distinctly.

## CONTROLLER

### TEMPERAMENT

- a. Must appropriately handle confidential information as required by State and Federal regulations;
- b. Must be courteous and able to deal effectively with people;
- c. Must be able to work as a member of a team;
- d. Must be able to cooperative, congenial and service-oriented; and
- e. Ability to work in an environment with frequent interruptions.

### COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others;
- b. Ability to complete tasks with minimal supervision;
- c. Ability to read, write and do complex computations;
- d. Ability to use correct grammar, sentence structure and spelling;
- e. Ability to organize setting to efficiently accomplish tasks;
- f. Ability to work independently and make work-related decisions;
- g. Ability to exercise good judgment in prioritizing tasks; and
- h. Ability to communicate effectively.

### LICENSE

- a. Valid Driver's License

### COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions, as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications 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.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

*The Big Spring School District is an equal opportunity employer.*