Administration Building
5225 West Vliet Street
Milwaukee, WI 53201-2181
P. O. Box 2181
Area 414: 475-8205

OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Comptroller	**Last Revised/Approved: December 2025**
Job Code: 0707	**Reports To: Chief Financial Officer**
Office: Finance	**Department: Financial Services/ Accounting**

Compensation Information	
Pay Grade: 15A	**Pay Range: FY25 $115,255 – 166,501**
FLSA Status: Exempt	**Term of Employment: FT**

Position Summary/Purpose:

Directs and supervises the financial, accounting and reporting activities of the Milwaukee Public Schools (MPS). Provides leadership through the direction, administration, development, and maintenance of the district's accounting principles, practices, and procedures which ensures the accurate posting and management reporting of its fiscal records. Informs senior management on accounting policies, rules, and reports. Ensures timely and accurate financial services, preventing revenue loss, inaccurate financial statements, and financial issues for employees, contractors, and suppliers. Implements the Corrective Action Plan related to Financial Reporting, meeting audit deadlines, and adhering to the Department of Public Instruction (DPI) WUFAR reporting requirements.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Ethics and Integrity
- Equity, Access and Inclusion

Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:
✓ *Does the job exist to do this function?*

- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Develops and implements financial policies in compliance with laws, Board policies, and regulations at the city, state, and federal levels.
- Ensures that the district's Corrective Action Plan steps related to Finance operations are completed within the timelines and deadlines specified.
- Oversees the preparation and proper submission of all financial statements including the Annual Comprehensive Financial Report (ACFR) and finance related reports within DPI established deadlines.
- Leads and collaborates the WUFAR(Wisconsin chart of accounts) conversion with CFO and Budget Director and all office of Finance and District key stakeholders.
- Leads proper implementation of and remediation of audit findings from external auditors and from internal audit within District and prepares reports to the Board of audit finding remediation steps.
- Ensures the district's financial system is compliant and integrated with the DPI's Wisedata financial reporting system.
- Ensures and maintains a sound and effective internal control environment in order to safeguard the district's financial assets by monitoring all internal controls with the aid of the management team reporting to the Comptroller.
- Administers and monitors the financial system to ensure accurate and timely financial records.
- Reviews, updates, and implements changes to MPS financial and accounting policies and procedures to enhance the efficiency and effectiveness of accounting operations.
- Leads and directs the department, reviews position responsibilities, plans division goals, and ensures standard operating procedures are in place. Maintains adequate staffing and ensures the production of high-quality work products within tight timelines by effectively prioritizing tasks and scheduling staff to meet demands.
- Coordinates overall accounting activities, sets, interprets, and implements policies, and directs all accounting transactions and recordkeeping which includes payroll, accounts payable, and accounts receivable to ensure complete and accurate records of all monies paid and received, as well as compliance with governmental reporting requirements.
- Develops and presents management and analysis reports including variance analyses, cash position, monthly revenues and expenditures in collaboration with Budget director to summarize the financial position of the district and communicating this with internal and external stakeholders to ensure timely and transparent financial information of the District.
- Supports the Board of School Directors and district administration in policy formulation and development of accounting and fiscal procedures.
- Stays current on changes in accounting pronouncements, practices, trends, and state and federal regulations, and keeps the district informed of these updates to ensure compliance and effective financial management.
- Actively supports and coaches management and their teams for staff development, continuous improvement, and more timely and accurate financial reporting.
- Actively supports the MPS Strategic Plan.
- Complete other duties as assigned.

Job Requirements:

Education/Experience Requirements:

- Bachelor of Business Administration, Accounting or Finance or a closely related field is required, a master's degree is preferred.
- Professional certifications such as Certified Public Accountant (CPA) is required. A School Business Administrator (DPI #5008) and/or CPFO (Certified Public Finance Officer) is desired.
- Minimum of ten years of experience in Finance, Accounting, Budgeting, Business, Research or closely related field.
- Previous experience working with senior level management is required.
- Government experience preferred.

Knowledge, Skills and Abilities:

- Effective oral and written communication skills are essential with the ability to communicate with employees at all levels of the organization.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- Proficiency in organizing resources and establishing priorities.
- Proven ability to develop unified financial management plans, budgets, and expenditure controls.
- Expertise in building complex financial models and forecasting trends and their impacts on MPS.
- Investment experience.
- Experience in managing employees and budgets.
- Excellent teamwork skills.
- Thorough knowledge of federal, state, and local laws, Board policies, and regulations related to financial management and controls.
- Strong planning and organizational skills with efficiency as a financial leader.
- Proficiency in computer applications, including MS Office, the MPS Portal, and various internal databases and accounting software.
- Ability to coordinate multiple areas with numerous responsibilities and varying deadlines.
- Competence in gathering data, compiling information, and preparing reports.
- The ability to lead management and their teams to meet tight and strict deadlines for external reporting.
- Ability to work with vendors and implement new systems and structures

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office environment

Physical Demands:

- General office environment, must be able to handle light lifting and occasional standing, bending.
- May have to travel for conferences.
- Some travel through the city of Milwaukee.

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 with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the district. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.