**Tigard Tualatin School District 23J**

**Job Description**

**Work Year:** 260/261
**Job Group:** Confidential/Manager
**FLSA Status:** Exempt
**Salary:** Column K

**JOB TITLE:** Controller **REPORTS TO:** Chief Financial Officer

## GENERAL DUTIES SUMMARY:

The Controller directs the District's treasury function and oversees the preparation, analysis, and review of management financial reports. This position manages the District's investments, purchasing program, and financial reporting capabilities to ensure the fiscal condition is efficiently communicated to stakeholders. Additionally, the Controller reviews legislation and assists in the development of the annual budget and long-range financial plans.

## SUPERVISORY RESPONSIBILITIES:

Supervise the Purchasing Agent and direct the work of others performing complex accounting transactions and analysis. Responsibilities include supervising staff in accordance with District policies and collective bargaining agreements.

## ESSENTIAL DUTIES and RESPONSIBILITIES:

- Direct the preparation of complex fiscal analysis and management reports regarding the District's fiscal condition.
- Manage the District's treasury function, including investments, the investment portfolio, and the maintenance of proper collateralization of bank accounts.
- Develop and prepare the Comprehensive Annual Financial Report (CAFR) in accordance with GAAP and GFOA standards.
- Lead the preparation of the CAFR by preparing GASB 34 adjustments and the Management Discussion and Analysis.
- Coordinate the annual external audit, including the preparation of year-end journal entries, work papers, and audit schedules.
- Supervise the District's purchasing program, including standard form preparation, contract routing, and coordination with legal counsel and Risk Management.
- Improve the Department's financial reporting capabilities to efficiently communicate fiscal data to the Board, Superintendent, and the community.

- Analyze proposed or adopted legislation and coordinate the implementation of new laws and regulations, including the Department of Education's database initiatives.
- Design or revise computerized accounting systems and perform feasibility studies for converting existing procedures to computer applications.
- Assist with the preparation of the District's annual budget and long-range financial plans and projections.
- Provide staff guidance to the Budget Committee and coordinate budget development participation with the media, public agencies, and community groups.
- Coordinate the publication of the budget and required filings for the Budget Team, Management Team, and Board of Directors.
- Recommend and implement changes in accounting and internal control procedures to ensure district integrity.
- Establish and maintain effective working relationships with diverse stakeholders and regulatory agencies.
- Present complex financial information effectively to top management, public groups, and the Board of Directors.

**Marginal Duties and Responsibilities:**

- Perform other related duties as assigned.

**QUALIFICATIONS:**

***Minimum:***

- Specialized Knowledge: Proficiency in GAAP, government auditing standards, GASB standards, and Oregon Budget Law.
- High-Stakes Management: Capability to direct the preparation of complex fiscal analyses and manage high-pressure projects, such as the Comprehensive Annual Financial Report (CAFR) and annual external audits, simultaneously.
- Stakeholder Engagement: Building effective working relationships with the Budget Committee, public agencies, and community groups during the budget development process.
- Regulatory Liaison: Ability to professionally respond to inquiries or complaints from regulatory agencies and members of the business community.
- Attention to Detail: Maintaining intense focus while performing and reviewing complex accounting transactions to ensure 100% accuracy in financial reporting.
- Technology Skills: Fluency in spreadsheet and database systems; knowledge of information systems as they relate to financial operations.
- Systems Design: Ability to design or revise computerized accounting systems and conduct feasibility studies for converting manual procedures into computer applications.
- Financial Information Systems: Deep knowledge of how information systems applications specifically relate to financial operations and data integrity.
- Mental Demands: Ability to recognize and resolve complex accounting, auditing, and internal control situations.
- Communication: Ability to read and interpret technical journals, write speeches for publication, and present to boards.
- Problem Solving: Ability to solve practical problems and deal with a variety of concrete variables where limited standardization exists.
- Mathematical Skills: Ability to work with concepts such as probability, statistical inference, and proportions applied to practical situations.

- Dependability: Ability to work a flexible schedule including evening and weekend hours to meet deadlines.
- Professionalism: The ability to project a strong professional presence in actions and demeanor to inspire confidence in District and Department policies.
- Advanced Presentation Skills: Skill in translating technical financial data into clear, concise presentations for top management, public groups, and the Board of Directors.

***Preferred:***

- Possession of a certificate as a Certified Public Accountant (CPA) or Government Certified Accountant.

**EDUCATION and EXPERIENCE:**

An advanced degree in accounting is recommended. Candidates must have four years of progressively responsible experience in professional accounting theory and auditing techniques, with at least two years at the supervisory or managerial level.

**WORKING CONDITIONS:**

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.

- The employee is required to sit for long periods (5–6 hours) and input data at a computer terminal for 6–8 hours per day.
- Physical requirements include limited lifting of objects weighing 15–25 pounds.
- The role requires occasional night duty and exposure to a moderate noise level in an indoor environment.

**EVALUATION**

Performance of this job will be evaluated in accordance with the provisions in the Collective Bargaining Agreement between Tigard-Tualatin School District 23J and the Manager-Confidential Employee Agreement.

**TERMS OF EMPLOYMENT**

**This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.**

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

**Employee Name (print)**_____ **Date**_____

**Employee Signature** _____