

**School District 89, Maywood-Melrose Park-Broadview  
School District 89**

**Comptroller**

**THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES**

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| <b>Qualifications:</b>              | <ul style="list-style-type: none"><li>• A Bachelor of Accounting degree from an accredited institution;</li><li>• A minimum of four or more years of professional experience with experience in government or public accounting preferred;</li><li>• Experience as an auditor is also preferred;</li><li>• Evidence of good organizational skills;</li><li>• Such alternatives as the Board of Education may find appropriate and acceptable.</li></ul>   |
| <b>Reports To:</b>                  | Assistant Superintendent for Business Services/Superintendent   |
| <b>Location:</b>                    | Administrative Building   |
| <b>Terms of Employment:</b>         | 12 months – FLSA Status exempt At-Will - Salary and benefits to be determined by the Board of Education.  |
| <b>Job Focus:</b>                   | Apply principles of accounting analyze financial information and prepare financial reports. Must be able to compute, classify, record and verify numerical data for use in maintaining accounting records.  |
| <b>Duties and Responsibilities:</b> | <ul style="list-style-type: none"><li>• Complies and analyzes financial information to prepare entries to accounts, such as general ledger accounts;</li><li>• Analyzes financial information detailing assets, liabilities, and capital, and prepare balance sheet, cash flow projections, statement of positions, summary of fund balance, and other reports to summarize and interpret current projected district financial position for the Board of Education;</li><li>• Implements, modifies, documents, and maintains accounting system and accounting control procedures;</li><li>• Collect appropriate data and prepare federal, state, and local reports. Files required forms with ISBE Regional Office of Education, State and Federal agencies;</li><li>• Devises and implements systems for general accounting consistent with the Illinois State Board of Education cash or GAAP basis of accounting.</li><li>• Make recommendations regarding the accounting of reserves, assets and expenditures;</li><li>• Verifies and prepares GL entries for the Treasurer's office to post (transactions include but not limited to business transactions such as funds received and disbursed) and totals account ledgers or computer database;</li><li>• Prepares vouchers, invoices, checks, account statements, reports and other records and reviews for accuracy;</li><li>• Reconciles bank statements;</li><li>• Oversee payroll and accounts payable procedures;</li><li>• Assist in budget development both at a site/departmental and district level;</li><li>• Coordinates the preparation of and files the Federal and State grant expenditures;</li><li>• Oversees the District Insurance Programs (employee benefits and property insurance);</li></ul> |

- Oversee audit of student activity accounts;
- Oversees district audit;
- Maintain fixed asset//depreciation accounts in accordance with GASB 34;
- Demonstrate the ability to collaborate/problem solve in a team oriented setting.
- Maintains strict confidentiality regarding all business matters pertaining to the District, staff, students, and parents/guardians;
- Performs such other duties and assumes such other responsibilities as may be assigned by the Assistant Superintendent for Business Services and/or the Superintendent.

**Essential Functions:**

- Ability to communicate, in oral and written form, in a clear and concise manner;
- Ability to work courteously and effectively with both the public and staff;
- Demonstrate excellent organizational skills and time management;
- Ability to work independently and multi-task in an unsupervised environment;
- Ability to work independently on confidential assignments;
- Ability to maintain complex records, to assemble and analyze data and prepare reports from such data;
- Ability to work with Business Office software (Financial Mgmt. System Software, Excel, Word);
- Ability to stand, walk, sit squat and bend;
- Ability to meet daily attendance requirements.

**Evaluation:**

- Performance of this position will be evaluated by the Assistant Superintendent for Business Services or his/her designee in accordance with the Board's policy on "Evaluation of Professional Personnel".