

**Mission Statement:**

Together, we empower, support, and motivate all students to thrive along their unique educational journey.

About the District:

Oswego Community Unit School District 308 is the Pre-Kindergarten to 12th grade unit school district that serves the communities of Oswego, Aurora, Joliet, Montgomery, Plainfield and Yorkville. The District is the 7th largest public-school district in Illinois and serves more than 18,000 students. The community of Oswego, IL is 68 square miles and located approximately 46 miles west of Chicago, IL within an easy commute to all the recreational and cultural activities the city has to offer.

Job Title: Chief Accountant / Comptroller

Department: Finance

Reports To: Chief Financial Officer (CFO)

Location: Oswego CUSD 308 District Office

FLSA Status: Exempt

Work Year: 12 Months

Salary: Commensurate with Experience and Qualifications; Range \$115,000 - \$125,000.

Position Summary:

The Chief Accountant/Comptroller serves as a key financial leader within the Oswego Community Unit School District 308, ensuring sound fiscal management, regulatory compliance, and financial reporting integrity. This position is responsible for the supervision and execution of accounting operations, budget development support, internal controls, and coordination of audits, all in alignment with local, state, and federal requirements.

Essential Duties and Responsibilities

- Oversee and manage the daily operations of the district's accounting department, including accounts payable, accounts receivable, payroll, and general ledger functions.
- Maintain and reconcile all fund accounting systems and ensure compliance with the Illinois Program Accounting Manual (IPAM) and Generally Accepted Accounting Principles (GAAP).
- Prepare monthly, quarterly, and annual financial reports for internal and external stakeholders, including the Board of Education and the Illinois State Board of Education (ISBE).
- Coordinate and manage the annual financial audit and assist in the preparation of the Annual Financial Report (AFR) and Annual Statement of Affairs.
- Monitor district cash flow and manage investments in accordance with Board policy and state law.
- Assist with the development, implementation, and monitoring of the annual budget and long-range financial planning.
- Recommend and implement improvements to internal controls, accounting procedures, and financial systems.

- Supervise and evaluate assigned business office staff, providing training and support to ensure departmental efficiency and accuracy.
- Support grant accounting and reporting to ensure compliance with federal and state grant requirements.
- Serve as a liaison to external agencies, auditors, banks, and other financial institutions.
- Perform other duties as assigned by the Chief Financial Officer/CSBO.

Education & Certification:

- Bachelor's degree in accounting, finance, or a related field (Master's degree or CPA highly preferred).
- Minimum of five (5) years of progressive experience in governmental or school district accounting, with supervisory experience preferred.
- Comprehensive understanding of fund accounting, internal controls, and public sector financial practices.
- Familiarity with Illinois school finance regulations and reporting requirements, including ISBE systems (e.g., IWAS, FRIS).
- Proficiency with financial software systems (Infinite Visions, or similar ERP platforms) and Microsoft Excel.
- Strong analytical, organizational, and communication skills.
- Ability to manage multiple priorities and meet critical deadlines.