



**DOWNTOWN AREA SCHOOL DISTRICT  
POSITION DESCRIPTION**

**TITLE:** Controller

**DEPARTMENT:** Act 93

**REPORTS TO:** Assistant Director of Finance

**DATE:** July 2024

**LOCATION:** Central Office

**FLSA:** Exempt

**JOB SUMMARY:** Manages and analyzes all District cash and investments. Prepares and analyzes District budget. Prepares monthly Board financial reports. Reviews and analyzes payroll accounting and files tax returns. Prepares financial analysis on expenditure, revenue, and budget data. Develops ad-hoc reporting of financial data.

**ESSENTIAL FUNCTIONS:** *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Manages and analyzes the investment of all district funds in CD's, Money Markets, etc.
2. Manages and analyzes cash flow needs to ensure all District financial obligations are met.
3. Manages all cash receipts coming into the District.
4. Support the development of the annual budget and forecasts including actual analysis of variances and trends, and monthly expense/revenue reporting and analysis, and assist in preparing the Meritorious Budget Award Document.
5. Analyzes and reviews actual versus budget variances.
6. Analyzes payroll accounting to ensure every payroll is properly posted in the financial system.
7. Coordinate with Payroll Department to review payroll procedures and payroll transactions to ensure proper accounting and help implement controls.
8. Prepares and files all District quarterly and yearly payroll tax returns.
9. Prepares monthly financial reports for Board, including the Treasurer's reports Balance sheet, revenue/expenditure reports, and Investment report.
10. Oversee processing of relevant reports and returns including those required by state or federal agencies. (PURTA, Social Security)
11. Performs all budgetary transfers, obtaining Board approval as required.
12. Performs financial analysis on expenditure, revenue, and budget data in response to questions from management.
13. Manage internal queries as they relate to financial operations issues.
14. Assists in review and implementation of accounting procedures and processes.
15. Assists with student activity procedures and accounting as needed.
16. Assists with specific projects and assignments that arise.
17. Creates and maintains position procedure outline to describe day to day duties of the position/department as needed.
18. Provide day to day supervision and guidance to assigned staff; completing higher risk and higher complexity tasks and responsibilities as required.
19. Manage the performance of assigned staff including periodic goal-setting and performance evaluation.
20. Lead the identification and implementation of performance improvement opportunities within the department including automation, standardization, simplification, elimination of redundancies, and other best practices to increase the accuracy, throughput, and utilization of financial operations.
21. Assist in the assessment, design, and maintenance of relevant internal controls over financial operation processes.
22. Assist in the identification and implementation of cost savings/expense reduction opportunities.
23. Ensure compliance with organization policies and procedures.

*This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.*

**ADDITIONAL FUNCTIONS:** *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Other duties as may be assigned.

**QUALIFICATIONS:** *To successfully perform this position, a person must be able to perform each primary duty satisfactorily.*

1. Bachelor's degree in Accounting.
2. School District experience preferred.
3. Strong Excel skills

4. Excellent communication and interpersonal skills.
5. Excellent mathematical ability.
6. Ability to apply common sense understanding in solving related problems.
7. Prior experience in similar occupation.
8. Proficiency in the use of technology for individual and system management, communication, and research.
9. Possess effective communication, judgmental, planning, and human relations skills.
10. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.
11. Candidate must adhere to all local, state, federal, and school code requirements for employment.

**PHYSICAL REQUIREMENTS:** *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access file cabinets, office equipment, etc.
2. The employee is frequently required to communicate to provide accurate information to others and to obtain and follow directions.
3. The position requires the employee to constantly operate a computer and other office equipment such as a copy machine, fax, and printer.
4. Ability to lift and/or exert up to 20 lbs. of force to occasionally move objects.
5. This job requires the ability to observe, inspect, identify, and determine accuracy of written documentation and fine details.
6. The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and occasional irregular or extended work hours.
7. Some/occasional local travel may be necessary: Must be able to provide own transportation to school related functions/meetings, community agencies, and schools throughout our service area.

**NOTICES:**

1. Performance in this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

A copy of this form may be obtained in the Human Resources Department.  
The Downingtown Area School District is an equal opportunity employment, educational, and service organization.