TITLE: ADMN Controller

DEPARTMENT: Business and Finance

REPORTS TO: Chief Financial Officer

RECEIVES GUIDANCE FROM: Chief Financial Officer

FLSA STATUS: Exempt

FT/PT: Full Time/8H/260D

BASIC FUNCTION:
Assist the chief financial officer in the planning, implementing, and outcome for those activities related to the business and finance operation of the district. Supervise and direct the work of employees within the business and finance department. This position requires continuous use of independent judgment. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the business and finance department.

ESSENTIAL FUNCTIONS:

1. Designs and enforces District accounting practices and policies to affirm that all financial records are maintained in accordance with generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB), District policies, and federal, state, and local laws or regulations.
2. Researches, interprets, and understands current and proposed regulations, accounting principles, and other statutory requirements.
3. Supervise the day-to-day functions of the department. Provides management and oversight of the following accounting services and activities: accounts payable, accounts receivable, cash receipts, contracts, fixed assets, general ledger, student body funds and treasury.
4. Oversees closing of the financial books each month through balancing and reconciliation of accounts.
5. Ensure the cost accounting platform is operating with fidelity and implemented as designed.
6. Assists in the preparation, implementation and monitoring of the annual budget for the District, in accordance with District, State and Federal Guidelines, and GASB Standards under the direction of the CFO.
7. Serve as an administrator for the District’s pension plan, Des Moines Teacher’s retirement system.
8. Maintain a constant awareness of economy of operation through development of systems, technology applications, and sound business techniques.
9. Reviews and approves contractual relationships between vendors.
10. Assist internal auditor in preparing and reviewing reports, developing training materials and conducting training for district staff on basic accounting principles, automated accounting procedures, and internal accounting procedures.
11. Work on committees directing future district policies and procedures both at local and state levels.
12. Design and implement new systems and procedures involving financial matters including cross departmental implementations.
13. Prepares financial reports for the Board of Directors, management and government entities under the direction of the CFO.
14. Leads the annual audit process including preparation of trial balance and completion of required schedules and reconciliations.
15. Interview and hire staff; complete formal evaluations per the district procedures. Engage in performance improvement process, discipline and discharge.

ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):

1. Attend work on a prompt and regular basis.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.
HIRING SPECIFICATIONS:

Required:
1. Bachelor’s Degree in accounting, business or public administration.
2. Certified Public Accountant.
3. Five years’ experience in school business administration, public accounting or equivalent experience.
4. Five years’ experience managing multiple priorities and directing activities of staff.
5. Extensive knowledge of generally accepted accounting principles for government entities and ability to apply those principles.
6. Ability to complete the Iowa Association of School Business Officials (IASB) Academy.
7. Strong oral and written communication skills.
8. Ability to use computer technology, including word processing, spreadsheets, databases, general ledger accounting systems, and IFAS/ERP.
9. Competency working in a culturally diverse environment or the willingness to acquire these skills.

Desired:
1. Master’s Degree in accounting, business or public administration.
2. Graduate of the Iowa Association of School Business Officials (IASB) Academy.

PHYSICAL DEMANDS:

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<th>OCCASIONAL 1-32%</th>
<th>FREQUENT 33-66%</th>
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<td>K. Working Conditions</td>
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All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

*Human Resources Generalist

*This job description is not approved without the signature of a Human Resources Representative. Date: 10 - 28 - 19