



JOB DESCRIPTION

JOB TITLE

Controller

CONTRACT REFERENCE

Individual Contract

TITLE OF IMMEDIATE SUPERVISOR

Sr Officer of Finance

VERSION DATE

August 2026

JOB SUMMARY

Assists the Senior Officer of Finance with the financial management of the school district by assuming general responsibility for the district's financial accounting activities; assist the Director of Finance with fiscal reporting, budgeting, and the coordination of work flow and effective use of time, money and resources within the District Office, the receipt, allocation, investment, and transfer of all district funds; the coordination and preparation of the district budget; the preparation of all internal and external financial reports; the maintenance of the district chart of accounts; and the supervision of accounts payable activities.

- Ensures the district's financial position is current, accurate, and reliable as needed for evaluation and decision making.
- Manage the district's finances in accordance with UFARS requirements including but not limited to transaction coding, making entries to the district accounting system, and ensuring funds are deposited into the appropriate accounts.
- Develops/maintains cash flow records to ensure availability of cash to meet current requirements and invests excess funds to provide maximum yields consistent with legal requirements and district investment policy.
- Prepares all month-end and year-end financial reports including the treasurer's report and investment and interest reports for the monthly school board meeting.
- Maintains and adjusts the district chart of accounts including general ledger, revenue and expenditure accounts codes and manages corresponding reporting formats.
- Prepares all journal entries for fund transfers, adjustments, and corrections. Balances general ledger accounts monthly/annually.
- Assists the Sr Officer of Finance in the development of the district budget, in the preparation of financial projections, and in the monitoring of budgets to determine where expenditures/revenues are varying from budget projections.
- Coordination of the district's annual audit completing all year-end

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accounting procedures in preparation for the annual audit.

- Manages the financial accounting of all federal, state, and local grants including development of account codes, receipt of funds, preparing financial reports, and assisting appropriate district administrators in the supervision of the grant process.
- Evaluates internal controls, makes recommendations for improvements, and implements the controls as agreed upon.
- Monitors and ensures district compliance with Generally Acceptable Accounting Principles and Governmental Accounting Standards.
- Maintains the knowledge of the district's accounting practices and overall internal controls in the collection, safekeeping, and distribution of all funds according to generally accepted accounting principles.
- Responsible for proper and accurate accounting of all receipts and expenditures according to the State's Uniform Financial Accounting Report System and compliance with district policy
- Assists the Senior Officer of Finance in the development and analysis of the costing model used in collective bargaining.
- Evaluates and monitors accounting, payroll, and purchasing functions of the district.
- Provide back-up support by assisting in the coordination of the day-to-day activities of the business services office to ensure an orderly workflow and effective use of time, money, and staff resources in the absence of the Senior Officer of Finance.
- Perform other such duties as may be assigned by the Senior Officer of Finance.

QUALIFICATIONS (Specific training or job experience required before appointment)

Bachelor of Arts Degree in accounting, CPA and experience in school district

accounting or auditing preferred.

- Knowledge of and the ability to apply modified accrual basis accounting and generally accepted government auditing standards.
 - High Degree of aptitude and proficiency with computer-based accounting systems and with personal computer applications including spreadsheet, word processing, and database management.
 - Experience working in a team environment with evidence of good written and verbal communication skills, of ability to interact in a positive way with others, and of organizational and time management skills.
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PHYSICAL FACTORS

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. While performing the duties of this job, the employee is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.