



CONTROLLER

Job Description
May 5, 2010

Position Summary

Direct all functions of the Department of Business and Financial Affairs (including accounts payable and receivable, general accounting, and financial reporting) as well as Payroll, Purchasing, and MARSS.

Reporting Relationship

Reports to the Chief Business Officer.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Supervise and coordinate the development of district-wide accounting policies and procedures.

Supervise and coordinate the development and maintenance of a central system of accounts for all District departments.

Manage a large staff of professional, technical and clerical personnel, including all accountant/accounting personnel in their established Accountant Support Teams (ASTs) by establishing, coordinating and communicating priorities of work.

Supervise the establishment and enforcement of financial compliance regulations across the District.

Supervise and review the purchasing/contract services functions of the District.

Supervise and review the disbursement function of the District.

Supervise and review the treasury function of the District.

Coordinate, assign and review the procedures and operations necessary to efficiently interface with the outside auditor in the performance of the annual financial audit.

Work cooperatively with all direct reports to the Superintendent to advance the educational mission of the District.

Prepare financial reports through the CBO for the Superintendent and the Board of Education.

Manage a large portfolio of investments.

Manage the cash flow needs of the District to ensure that adequate funds are available at all times to meet payroll and other obligations.

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Responsibilities (continued)

Monitor the total budget on an ongoing basis.

Manage and staff the Board's Committee on Budget and Finance (Budget and Finance Advisory Committee – BFAC).

Perform the duties of deputy to the Chief Business Officer on financial matters.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of government accounting, auditing and financial reporting.

Considerable knowledge of school board policy and procedures.

Considerable knowledge of State statutes and State Department of Children, Families and Learning rules as they relate to K-12 education agencies.

Expert ability to understand the relationship of central accounting procedures to departmental operations.

Considerable ability to establish working relationships with senior management and subordinates.

Considerable ability to determine priorities, organize and delegate work.

Minimum Qualifications

Master's degree in Business, Management, Economics, Accounting, or a related field and a minimum of ten years of experience in finance/accounting with increasing responsibilities for supervision and management in finance in a large and diverse organization setting. At least six years must have been as an Accountant 3 or equivalent.

Preferred Qualifications

Two or more years experience in a public education setting.

Active Minnesota CPA license.