

WILSON SCHOOL DISTRICT

EXEMPT

TITLE: Controller

DATE: 5/6/19

REPORTS TO: Chief Financial Officer (CFO)

APPROVED BY: Board of Education

JOB SUMMARY: Assist the CFO with the daily Finance Office operations, including tax collection, accounting, payroll, accounts payable/receivable, for the development of monthly and annual financial reports.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assists the CFO with monitoring current year budgets and developing and implementing budgets for the forthcoming fiscal year.
2. Coordinates the annual local financial audit.
3. Performs financial analysis and budget variance studies.
4. Assists the CFO in maintaining financial computer software applications.
5. Ensures compliance with the District's Financial Policies and Finance Office Operating Procedures.
6. Supervises all Finance Office staff.
7. Assists the Food Services, Child Care, and Student Activities Funds' bookkeepers in review of financial transactions, report preparation, internal control procedures and compliance, and audit preparation.
8. Recommends new procedures as desirable and necessary to improve efficiency and effectiveness in all business functions.
9. Conducts analysis and feasibility studies as needed.
10. Performs internal audits as needed.
11. Provide revenue and expenditure projections as needed.
12. Assists in the preparation and submission of reports and other documents pertaining to financial data, as required by the Pennsylvania Department of Education (PDE) or other agencies. Such reports include but are not limited to: PDE 2071 (Debt Service Reimbursement), PDE 2028 (Budget), PDE 2057 (Annual Financial Report), PDE 363 (Charter School Tuition Calculation, PA Form 900 (PURTA), DCED, Unclaimed Property, filing continuing disclosure on EMMA-Municipal Securities Rulemaking Board, etc.
13. Work with the CFO in carrying out the day-to-day operations necessary for the development of monthly and annual financial reports, and assume responsibility for day-to-day decisions in the absence of the CFO in consultation with the Superintendent where necessary.
14. Assist Procurement Manager in the development of bid specifications and in the evaluation of bids submitted, and approve requisitions and invoices submitted to the Finance Office.

15. Assist in the application process for state mandate waivers that are in the best interest of the district.
16. Assist the CFO in establishing guidelines requisite to sound, long range fiscal planning.
17. Manipulate and evaluate appropriate financial data in the system to construct reports, and coordinate the preparation of all survey requests and provide statistical data as requested throughout the fiscal year.
18. Monitor, analyze, and correct accounting system reports and accounts as necessary.
19. Assist in the preparation of PlanCon documents and all documents related to capital projects.
20. Assist in monitoring all investment activities.
21. Coordinates procedures and protocols with all District banking institutions.
22. Assist in the formulation of district policies within the purview of the Finance Office and its auxiliary services.
23. Assist in the preparation of pertinent fiscal data for negotiations.
24. Coordinate with auditors in state and federal audits.
25. Perform other duties as assigned by the Chief Financial Officer.

QUALIFICATIONS: Five (5) to ten (10) years experience in a public school finance office and/or public accounting school district audit experience, with demonstrated supervisory experience
 Bachelor degree in Accounting, Business Management, Finance or a related field required
 Knowledge of governmental accounting and Generally Accepted Accounting Principles
 Demonstrated skills in computer technology and financial software applications
 Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
 Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
 Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
 Submission of Federal Criminal History Record in accordance with Act 114 of 2006
 Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS: Ability to reach above and below the waist
 Ability to use fingers to pick, feel and grasp objects
 Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
 Ability to mostly sit with some walking, standing or moving throughout the district

SENSORY ABILITIES: Visual acuity
 Auditory acuity

WORK ENVIRONMENT: Typical office environment
 Subject to inside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills
Must be able to work in an environment with frequent interruptions
Able to make judgments and work under high level of stress

COGNITIVE ABILITY: Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

SPECIFIC SKILLS: Must possess leadership skills
Must possess supervisory skills
Must possess computer skills
Ability to operate various office equipment
Must possess business and office management skills
Must appropriately handle confidential information
Demonstrated skills in computer technology and financial software applications.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

