



POSITION DESCRIPTION

JOB TITLE: COMPTROLLER Job Class: 0707		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: Directs and supervises GAAP basis financial reporting, general ledger accounting, contract administration, categorical program accounting, and accounts payable. Proactively seeks most beneficial financial position for the district in all financial arrangements and insures the integrity of financial records, etc. Proactively informs the Direct of all pertinent operational and financial matters.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Directs and supervises the Milwaukee Public Schools Systems general accounting operations to include the following activities: a. Categorical programs; b. Accounts payable; c. Cost accounting; d. General Ledger accounting; e. Contract compliance; f. Regulatory financial reporting; g. Managerial reporting; h. Financial systems implementation; and i. Special projects.
2. Directs and supervises GAAP basis financial reporting including footnotes and all required disclosures.
3. Proactively informs the Director of all pertinent operational and financial matters related to: budgets, estimates, fiscal studies, actuals, forecasts, pro forma statements, processes, policies and procedures, and participates in negotiating significant financial arrangements.
4. Supervises district's cash/treasury management function.
5. Assists in formulating District accounting policy with an emphasis on maintaining the integrity of accounting records and reports; advises senior management on financial implications of proposed activities.
6. Assists in the development, maintenance, and improvement of internal accounting controls; assists senior management in strategic planning, financial control issues and in identifying and obtaining efficiencies on cost containment.

7. Maintains an effective system of quality control; routinely reviews and approves staff work products; evaluates effectiveness of existing procedures, as well as, streamlining accounting operations to realize efficiencies.
8. Supervises the monitoring of expenditures against the current annual budget which includes:
 - a. Conferring with budget, business, and educational divisions and schools to maintain effective control;
 - b. Reviewing and analyzing accounts to assure proper expenditure recording.
9. Oversees the maintenance, modification, and updates for the chart of accounts.
10. Provides information, as required, to internal and external auditors for the annual financial audit and program audits.
11. Assists in developing District revenue estimates and expenditure projections.
12. Under general direction of the Director, supervises and directs in the planning, designing, and implementation of the Department's financial information systems.
13. Works collaboratively with the District's senior management and Board of School Directors regarding general accounting operations matters.
14. Stays abreast of accounting pronouncements, practices, and trends.
15. Works effectively under pressure to produce quality work products under tight timelines and ability to schedule staff to meet the demands.
16. In the absence of the Director and Assistant Director, represents the Department in meetings and oversees the operation of the Department.
17. As requested, attends meetings with senior management including the Superintendent, Deputy Superintendent, Department Directors, strategic planning teams, efficiency and cost control teams, and other groups as assigned consistent with scope of the position.
18. Actively supports the MPS Strategic Plan.
19. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse

individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: 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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.