



POSITION DESCRIPTION

JOB TITLE: Comptroller Job Class: 0707	
DATE	Office of the Chief Financial Officer Financial Reporting
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Directs and supervises the financial, accounting and reporting activities. Provides leadership through the direction, administration, development, and maintenance of the District's accounting principles, practices and procedures for the accurate posting and management reporting of its fiscal records. Provides pertinent information to the Chief Financial Officer and other senior management and staff on accounting policies, rules, and reports; ensuring that all financial services are provided in an accurate and timely manner to prevent occurrences of lost or misused revenues, inaccurate financial statements and financial problems for employees, contractors, and suppliers.	

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. Plans, develops and implements financial policies in adherence to all applicable laws, Board polices and city, state and federal regulations.
2. Maintains adequate quality controls and safeguards related to the financial assets of the districts.
3. Administers and monitors the financial system in order to ensure that financial records are maintained in an accurate and timely manner.
4. Monitors all internal financial and accounting controls and coordinates the annual external audits.
5. Reviews present financial and accounting procedures and policies and implements changes and modifications designed to increase the efficiency and effectiveness of accounting operations.
6. Leads and directs the work of the department. Reviews position responsibilities, plans division goals and maintains staffing. Ensures quality work products are produced under tight timelines by prioritizing work and scheduling g staff to meet demands.

7. Coordinates overall accounting activities; sets, interprets, and implements policies; directs all accounting transactions and recordkeeping.
8. Oversees the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all monies paid and received and governmental required reporting.
9. Develops management and analysis reports including variance analyses, charts and graphs to summarize and present the financial position of the organization and maintains ongoing and collaborative relationship with internal and external stakeholders to ensure timely financial reporting and payment of budgeted expenses. Provides information and justification to the Board of School Directors in its review and approval of revenues and expenditures.
10. Oversees the preparation and distribution of all financial statements and management reports.
11. Acts as department liaison to user committees, having decision-making authority for data processing requirements, prioritization and problem resolutions related to assigned areas of responsibility.
12. Supports Board of School Directors and district administration in formulating policies and developing appropriate accounting and fiscal procedures. Stays current on and keeps district abreast of changes in accounting pronouncements, practices and trends along with state and federal regulations which impact financial activities.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

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

Position reports to the CFO, minimal daily supervision; rather work product is verified by internal and external personnel.

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.

Oversees a staff of ____.

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.)

Position requires a masters degree in Accounting or Finance or closely related field required.

Experience Requirements

Five years experience in Finance, Accounting, Budgeting, Business, Research or closely related field and previous experience working with senior level management and/or a Board of Directors. Government experience is preferred.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Position requires expertise in institutional accounting systems, databases, data extraction methods, and report presentation. A proven ability to work under pressure and coordinate within all levels of an organization is critical. Independent judgment on highly complex matters is required. Ability to apply new and changed governmental accounting practices and announcements to the District's accounting and process and procedures. Strong accounting and mathematical skills. Ability to use software packages, including

spreadsheet, database, data-mining, financial analysis and statistical tools. Experience supervising staff and managing budgets. Ability to develop effective working relationships with diverse individuals at all levels. Experience with team participation, and project management. Ability to self-manage, prioritize appropriately and work independently under strict time constraints. Excellent planning and organizational skills. Skill at organizing resources and establishing priorities. Ability to juggle numerous responsibilities with varying deadlines. Skill in gathering data, compiling information and preparing reports.

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; working under time pressures and tight deadlines.

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.