

Sausalito Marin City School District

Controller Job Description

Work Year: 12 months

Summary of Basic Functions & Responsibilities

Under general direction of the Superintendent or designee, plans, organizes, supervises, and carries out the day-to-day functions of accounting, payroll and financial record keeping in the business office; provides direction to school units; responsible for financial record keeping including revenue and expenditure reports; to perform analysis and project financial support. Understand and work effectively with people from different cultures.

Essential Duties & Responsibilities

The major functions and job responsibilities of the Controller include the following:

- Support the development and execution of the district's budget
- Support the district's budget reporting cycles.
- Report district financial accounting and reporting.
- Supervise the preparation of the District payroll.
- Maintain records.
- Supervise the administration of fringe benefit programs.
- Account for the district's income and expenses to meet the requirements established by the California School Accounting Manual and generally accepted accounting principles as established by the AICPA.
- Monitor cash flow.
- Control the data processing operations of the Business Division.
- Handle payment of district obligations accurately and expeditiously.
- Gather and report attendance data for State reporting purposes.
- Compile and review all assigned work.
- Evaluate the performance of business office staff members.
- Handle the function of internal auditing of financial and non-financial materials of district information in regard to generally accepted accounting and auditing guidelines.
- Audit and certify reports required by governmental agencies, i.e. annual financial, excess cost, project reimbursement, others as required.
- Audit and review of student body accounts.
- Perform special studies requested by management – time, cost, system, etc.
- Review and improve systems and procedures dealing with the effective utilization of personnel, office space, forms and supplies, equipment.
- Handle varied problems of all nature dealing with district fiscal activities.
- Attend staff, departmental, management and other meetings as required.

- Coordinate activities with the schools and other departments in the district.
- Establish and maintain a cooperative and harmonious working relationship with those contacted in the course of work.
- Provide timely and effective communication regarding incidents and/or situations that might impact the district office/schools to appropriate district personnel.
- Establish annual objectives deemed appropriate by the supervisor.
- Gather appropriate data in support of the status of district and school grants and projects.
- Other duties assigned by the supervisor will have been effectively accomplished.

Qualifications

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 or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge and Abilities:

- Principles and methods of public and business administration and management;
- Principles, practices and techniques of governmental and/or school accounting;
- Principles and practices of data processing, school budgetary preparation and control;
- Techniques of supervision, program budgeting on various equipment & software

Education:

- Desirable - B.A. or B.S. in business or public administration

Experience:

- Five or more years of accounting supervisory experience
- Experience with schools, city councils, and other governmental and private agencies desirable.

Licenses and Certificates:

- Valid Driver's License
- Fingerprint Clearance from the Department of Justice and Federal Bureau of Investigation

Personal Qualifications:

- Character, personality, social capability to relate effectively with staff and community; demonstrated ability to work with a variety of groups. Understand and work effectively with people from different cultures.

Language Skills:

- Written communication to prepare clear, concise letters, memoranda and other written documents with correct grammar, punctuation and spelling;
- Oral communication skills to communicate effectively with Sausalito Marin City School District personnel, administrative staffs, parents, students and the general public demonstrating tact, diplomacy and sensitivity to individual concerns;
- Reading comprehension skills to interpret policies, administrative regulations and programs and accurately explain to others;

Reasoning ability:

- Ability to apply common sense understanding to carry out simple instructions;
- Ability to deal with standardized situations with occasional variables;
- Decision making skills to exercise independent thinking and good judgment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Regularly required to talk or hear;
- Uses hands to finger, handle, or feel;
- Reaches with hands and arms;
- Occasionally required to stand and walk;
- Occasionally lifts and/or moves up to 25 pounds;
- Vision abilities required include close vision, color vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing 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:

- Regularly works in inside environmental conditions;
- Frequently works with a video display terminal for prolonged periods;

- The noise level is typical of an open office work environment with background noise of telephones and conversations;
- Works under conditions which might create stress;
- Functions with numerous interruptions.

Board Approved; May 9, 2019