

CONTROLLER/ASSISTANT BUSINESS MANAGER

JOB SUMMARY

Under direction of the Assistant Superintendent of Business Services, and may act in that capacity during absence, provide responsible and diversified professional skills in both fiscal management and other Business Services areas. Plan, organize, direct, and coordinate district accounting, budgeting, payroll, risk management, and other fiscal functions. Oversee the district print shop operation. Prepare projections of revenue and forecast of the district's financial picture. May be assigned to administer other areas of Business Services such as, Maintenance, Purchasing/Warehousing, Child Nutrition Services, Transportation, Long Range Planning, and Information Systems.

TYPICAL DUTIES

Plan, organize, direct, and coordinate the district accounting, budgeting, payroll, and other fiscal functions and activities including risk management and fiscal administration of school construction projects and print shop activities. When assigned, or while acting as Assistant Superintendent of Business Services, may be required to apply the appropriate management principles to any area in the Business Services Division. Develop and prescribe systems and methods for financial record keeping functions in compliance with state law, district policy, and district funds. Prepare monthly financial statements, analyses, and other periodic reports of expenditures related to the annual budget. Oversee and coordinate implementation of new financial systems. Plan, supervise, and review insurance programs district wide. Train, supervise, and evaluate the performance of assigned personnel. Meet with district administrators regarding specific budget issues. Review income and expenditure activity. Attend board of Education and other meetings as required. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and completion of a four-year degree from an accredited college or university with a major in accounting or business administration with emphasis in accounting and five years of increasingly responsible professional accounting experience including two years in a supervisory capacity. School district fiscal management experience is highly desirable.

Knowledge of:

Principles and practices of accounting and financial record keeping. Alternative accounting and bookkeeping systems and equipment. Applicable district, state, and federal laws, rules, regulations, policies, and procedures. District organization, operation, policies, and objectives. Principles of budgeting, cost accounting, payroll, financial planning and forecasting. Business systems management. Fiscal administration. Principles of training and supervision. Management principles of risk management, facilities planning, printing services, purchasing/warehousing, child nutrition, transportation, maintenance/operations, and other related areas of Business Services.

Ability to:

Plan, organize, direct, and coordinate district accounting, budgeting, payroll, risk management and other Business Services functions. Collect, organize, and analyze financial data. Prepare clear, accurate, and timely financial statements and written and oral reports. Provide technical expertise to others regarding fiscal operations. Maintain effective financial controls and records. Interpret, apply, and explain legal and procedural requirements. Establish and maintain effective and cooperative working relationships with others. Plan and implement automated financial record keeping systems and oversee efficient and accurate administration.

LICENSE

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage. Required to operate vehicle to travel independently, on short notice, to other district or community locations to attend meetings or otherwise conduct work.

PHYSICAL ABILITY

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee will be required to pass a physical examination and drug screen.