

Job Title: **COMPTROLLER**
Reports to: Chief Financial Officer
Dept./School: SPC – Administration Building
Wage/Hour Status: Exempt
Date Revised: November 16, 2020

Primary Purpose

Provide managerial direction and coordination under board policy guidelines to several key district functions: investments and cash management, debt management, tax collection, internal and external auditing and controls, financial reporting, accounts receivable and payables.

QUALIFICATIONS

Education/Certification

Bachelor's Degree in Business Administration, Accounting - Preferred
Master's Degree - Preferred
TASBO certification - Preferred

Special/Knowledge/Skills

Knowledge of the Texas public school finance, budgeting and accounting systems.
Fiscal accountability to assure public funds are used legally and efficiently to support the mission of the district.
Excellent computer and data processing knowledge and skills for tracking financial information, including spreadsheets and databases, and ability to manipulate data to accurately report PEIMS.
Ability to successfully interact with students, District staff, and parents.
Effective verbal and writing communication skills for preparing and presenting reports.
Ability to maintain emotional control under stress.

Experience

Minimum five years financial accounting experience, preferably in a public education environment.
Experience working with computer software applications, including Skyward – Preferred

MAJOR RESPONSIBILITIES AND DUTIES

1. Oversee the financial operation of the District to include providing leadership and expertise to ensure that the system of internal financial controls effectively and efficiently safeguard the assets of the District and provide accurate and timely financial information.
2. Direct financial accounting, management, and reporting in accordance with Generally Accepted Accounting Principles (GAAP). Implement the policies established by federal and state law, State Board of Education rule, and local policy in the area of business; compile, maintain and file all reports, records and other required documents.
3. Effectively lead, direct and manage operations including accounting, internal and external audit and controls, financial reporting, accounts payable, capital assets and maintain a system of controls over accounting transactions.
4. Manage and monitor cash flow management, investment placement and daily banking management. Develop period cash flow analysis to aid in determining cash available for investment and payment of obligations. Produce worksheets of cash flow for district bank accounts. Ensure the effective implementation for reconciliation of all bank accounts maintained by the district.
5. Oversee and maintain complete and systematic records of district's financial transactions.
6. Oversee the effective implementation for the reconciliation of the monthly tax reports.

7. Ensure the preparation of the monthly financial reports including the Combined Statement of Revenues, Expenditures and Fund Balances, Budget Status and Property Taxes and other reports as requested for administration and the Board of Trustees. Ensure actual activity does not exceed budget.
8. Ensure the effective implementation for reconciliation of all bank accounts maintained by the district, including all investment accounts.
9. Ensure the required debt payments are processed in a timely manner.
10. Oversee the submission of all federal or grant fund reports including the MAC/SHARS programs and monitor indirect cost activity for federal funds.
11. Attend meetings (Board, committee, etc.) and prepare reports as requested.
12. Serve as liaison to student activity sponsors and booster organizations.
13. Process annual 1099 vendor activity.

Supervisory Responsibilities

14. Attend training sessions/conferences to enhance professional skills and knowledge.
15. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
16. Evaluates job performance of employees to ensure effectiveness regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
17. Prepare and administer department budget. Monitor and authorize expenditures in accordance with established guidelines.

Other

18. Maintain confidentiality of information.
19. Perform all other task and duties as assigned.

EQUIPMENT USED

Personal computer, printer, calculator, fax machine, and copier.

WORKING CONDITIONS

Mental Demands/ Physical Demands/Environmental Factors

Maintain emotional control under stress.
Occasional district and statewide travel.
Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____