

REYNOLDS SD 7

Controller (Controller 02292024)

JOB POSTING

Job Details

<i>Title</i>	Controller
<i>Posting ID</i>	Controller 02292024
<i>Description</i>	Job Title: Controller FLSA Status: Exempt
	Reports to: Executive Director of Financial Services Term of Employment: 235 Days
	Classification: Administrator I Date Revised: 2/27/2024
	Dept./School: Financial Services

Job Summary:

Plans, directs, and analyzes the activities and operations of accounting and reporting systems within the Financial Services Department. Provides analysis and reporting for general ledger, grants and other funds, and student activities. Manages annual audit and financial reporting. Provides professional and strategic analysis and counsel to the Executive Director for Financial Services. Responsible for the integrity of the data posted to the general ledger and the dissemination of financial information to departments, districts, regulatory agencies and the public as needed.

Major Responsibilities and Duties:

Ability to perform successfully the following requirements and responsibilities is required, however, any one employee may not perform all duties listed, and examples may not cover all duties an employee is expected to perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential requirements and responsibilities of the position.

- Monitor financial data to ensure compliance with accounting standards as well as pertinent laws, policies, and procedures. Ensure record keeping systems support accurate financial reports.
- Generate budget reports to administration, including providing staff with assistance on accounts and balances
- Direct the annual audit and Annual Comprehensive Financial Report ; prepare work plans and schedules; coordinate the audit process with external auditors and schools and departments; ensure the timely production and filing of all financial reports in accordance with state law and professional requirements.
- Direct the preparation of complex fiscal analysis and management reports on the District's fiscal condition; prepare administrative and fiscal reports, correspondence, and other administrative documents.
- Prepare journal entries for balance sheet and operating accounts.
- Manage the District's treasury function; oversee the District's investments and investment portfolio; review internal control procedures, and maintain proper collateralization of bank accounts. Prepare the accounting of all investment-related journal entries. Monitors and controls daily cash flows and is responsible for bank reconciliations.
- Support preparation, data compiling, and filing of the District's annual budget and long-range financial plans and projections.
- Provide oversight of the district's P-card (credit card) program including issuance and use of cards.
- Develop, establish, enhance, and review district financial internal controls through policies , procedures, and guidelines. Identify weaknesses in internal control, evaluate

- risks, propose solutions, and implement solutions.
- Manage billing, fee collection, and preparation of grant financial reports.
- Train staff and set work priorities; delegate to staff and monitor progress on assignments.
- Manage a comprehensive program to train district staff in financial systems, procedures, budgets, and fund management to ensure the integrity of accounting data and access to accurate information.
- Provide technical support for user setup and configuration for financial software.
- Perform other related duties as assigned.

Qualifications:

Essential qualifications below include the requisite skill, experience, and education for assignments in this classification. The qualifications listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the duties and responsibilities of this position.

- Bachelor degree in accounting, finance, or closely related field is required; Certified Public Accountant (CPA) license, advanced accounting degree, and/or government accounting certification preferred.
- Progressively responsible experience for five years or more in managing professional accounting and business systems, or any combination of experience and training that provides the required knowledge, skills, and abilities; public accounting experience preferred.
- Must possess the education or training to perform and acquire knowledge of:
 - Generally accepted Accounting Principles and Procedures (GAAP)
 - Generally accepted government auditing standards
 - Oregon Budget Law
 - Considerable knowledge of information systems applications as related to financial operations
 - Financial planning cash management, investments, budgeting
 - Public administration management, financial policy development
 - Analysis principles and practices

Mental and Physical

- Recognize and resolve accounting, auditing, and internal control situations.
- Utilize spreadsheet and database systems sufficient to perform assigned duties.
- Project a strong professional presence in appearance, actions and personal demeanor, and be a person who can inspire confidence with regard to District and Department policies, programs and services.
- Direct the work of others performing complex accounting transactions and analysis.
- Recommend and implement changes in accounting and internal control procedures.
- Perform accounting transactions pursuant to GAAP.
- Prepare a variety of financial statements, reports, and analyses.
- Work a flexible schedule including evening and weekend hours.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Demonstrate leadership and management abilities.
- Perform the essential functions of the job.

Language and Mathematics

- Ability to read, analyze, and interpret financial and technical journals, financial reports, and legal documents.
- Ability to respond professionally to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information.
- Work with mathematical concepts, such as probability and statistical inference, and apply concepts, such as fractions, percentages, ratios and proportions, to practical situations.

Reasoning

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Licenses, Certifications, Bonding, and/or Testing Required:

- Oregon Fingerprint and Criminal Background Check clearance

Valid Driver’s License and evidence of insurability

Mental Demands/Physical Demands/Environmental Factors:

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.

- Limited lifting of objects weighing 15-25 pounds is required
- Input data at a computer terminal for up to 8 hours per day
- Sit for long periods of time (up to 8 hours per day)
- Stand, reach, and bend
- Occasional exposure to outside weather conditions
- Exposure to usually moderate noise level in the work environment
- Working indoors for the majority of the work day
- Occasional night duty is required

EVALUATION

Performance of this job will be evaluated in accordance with the Reynolds Administrative Agreement and Board Policy

TERMS OF EMPLOYMENT

This is a 12-month position assigned to the classification of the Manager/Confidential Agreement salary schedule. Terms and conditions of employment are established by the Reynolds Administrative Agreement.

This job description is not intended to be and should not be construed as an all inclusive list of responsibility, skill, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, Administration reserves the right to modify, and/or remove duties and assign duties as necessary that still reflect the essential functions of the department.

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Shift Type

Full Time

Salary Range

\$106,083.00 - \$119,462.00 / Annual

Location

REYNOLDS SCHOOL DISTRICT

Applications Accepted

Start Date **02/29/2024**

End Date **03/29/2024**

Job Contact

Name **Holly Langan** *Title* **Executive Director of Financial**

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