

CENTENNIAL SD 28J

Controller at Centennial School District (NONU 26 - 01)

JOB POSTING

Job Details

Posting ID **NONU 26 - 01**

Title **Controller at Centennial School District**

Description **POSITION:** Controller (Non-Union)
LOCATION: Business Services Department - District Office
HOURS: 8 Hours Per Day (8:00am – 5:00pm)
CALENDAR: 260 Days Annually; July - June
SALARY: \$90,162.18 - \$100,350.85 per year (salary pro-rated depending on start date)
BENEFITS: PERS, Medical, Dental, Vision, Optional Insurances, Paid Leaves, Holiday Pay, etc.
START DATE: July 1, 2025
APPLICATION DEADLINE: Open Until Filled

JOB PURPOSE STATEMENT/S: The position of Controller is to provide expertise in accounting, budget, financial systems, regulatory responsibilities, procurement, tax filings, and compliance in regards to all financial activities including general operations, grants, employee retirement plans (PERS, 403b, 457b, etc.) and investment accounts. Support Business Office transparency, accuracy, and overall functioning.

ESSENTIAL JOB FUNCTIONS:

- Manage, complete, and ensure compliance with tax, Oregon Paid Leave (OPL), and retirement obligations of the District (completing 941s, State and local tax filings, PERS enrollment and reconciliations, 403b, 457b program management, Oregon Paid Leave, etc.).
- Advise the District's accounting operations, tax compliance, general ledger accounting, cash flow management, and maintenance of fixed assets.
- Complete receivables process, including invoicing (for non-grant and non-governmental) and bank deposits.
- Prepare various reports as required by the local, state, and federal government agencies.
- Work with the CFO/Director of Operations to prepare the District's budget, monitor and analyze budget performance, and provide accurate financial projections.
- Complete financial systems data, account coding, budgeting, journal entries.
- Document, monitor and revise internal controls to prevent and detect fraud.
- Stay informed about changes in regulations and make recommendations to ensure compliance.
- Manage procurement programs, policies, review and negotiate purchasing contracts, and compliance in accordance with the budget, public purchasing laws, and Board policy.
- Complete internal audit of processes, controls, procedures, and recommend improvements.
- Assist the annual audit process and budget process.
- Mentor and provide professional development for fiscal staff, and foster a collaborative and supportive work environment.
- Build and maintain strong relationships and bring positivity and enthusiasm to the fiscal team and the District as a whole.
- Assist administrators and supervisors in resolving financial problems. Provides advice on a wide range of financial matters.
- Alternate for budget and other financial responsibilities and duties.
- Coordinate District financial programs.

OTHER JOB FUNCTIONS:

- Attend regular meetings of the Business Department, schools, and administration as needed.
- Train principals, secretaries, and others on District financial policies and procedures.
- Respond to questionnaires, surveys, and correspondence from research or professional organizations requesting information on the District's financial program, and to requests of District budget offices on matters not clearly covered by regulation, policy, or legislation.
- Perform other duties as assigned.

JOB REQUIREMENTS - QUALIFICATIONS:

- **Experience Required:** Five (5) to Seven (7) years of progressive experience in financial management, preferably within a public sector or educational institution. Proven experience in budgeting, financial reporting, and managing financial operations.

- **Experience Preferred:** A minimum of five (5) years of progressive experience as a supervisor in the accounting field in either the business or school environment.
- **Skills, Knowledge and/or Abilities Required:**

Skills: Excellent analytical, problem-solving, and decision-making skills. Proficient in financial software and Microsoft Office Suite, particularly Excel. Strong communication and problem-solving skills.

Knowledge of state and federal regulations relative to school finance. Strong knowledge of governmental accounting standards and regulations.

Abilities to perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with other school personnel, meet schedules and deadlines. Significant physical abilities include talking/hearing conversations, and near/far visual acuity/depth perception/accommodation/field of vision.

Ability to speak a second language preferred.

- **Education Required:** Certified Public Accountant (CPA), Bachelor's degree in Accounting, Finance, or related field, or equivalent experience.
- **Licenses and/or Testing Required:** Licensed as a Certified Public Accountant (CPA); Criminal Justice Fingerprint Clearance (applicant agrees to assume cost upon offer of employment).
- **Physical Requirements:**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr. per day)

F – Frequently (2.5 – 5.5 hrs. per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs. per day)

C – Continually (5.5 – 8 hrs. per day)

	NA	R	O	F	C
Physical Requirements					
Sitting					X
Stationary Standing		X			
Walking (level surface)				X	
Walking (uneven surface)	X				
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)	X				
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation		X			
Using foot control	X				
*Pushing/Pulling Maximum weight: 25 lbs.		X			
*Lifting/Carrying Maximum weight: 25 lbs.			X		

TERMS OF EMPLOYMENT: Salary and work to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel. Reports to the Director of Business and Operations.

TO APPLY:

To be considered for this position, applicants are required to apply online through [PowerSchool SchoolSpring](#) with the following documents uploaded:

1. Letter of Interest
2. Current Resume
3. Three (3) Current Letters of Recommendation

6/13/25 Revised

Shift Type	Permanent	Salary Range	\$90,162.18 to \$100,350.85
Salary Code	Annual	Job Category	Non-Union
External Job Application	Non-Union	Internal Job Application	Non-Union
Location	District Office	Posting Status	Active
Minimum Qualifications Screening	Bachelor's Degree		

Job Application Timeframes

Internal Start Date	05/27/2025	General Start Date	05/27/2025
Internal End Date		General End Date	

Job Pools

Pool Name	Quantity	Requisition ID	Requisition Title
Default	1		

Alternate Job Contact

Name	Paul Southerton	Title	Director of Business & Operations
Location	District Office	Phone	
Email	paul_southerton@csd28j.org		

References

Automatically Send Reference Check	No	Reference Check Form
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