



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Controller	Department: Finance & Operations
Immediate Supervisor's Position Title: Director of Finance & Operations	FLSA Status: Exempt
Job Summary: Under the direction of the Director of Finance & Operations, the Controller is responsible for the district's financial accounting and payroll systems, managing the collection and disbursement of district funds, preparing required local, state and federal financial reports, assisting with the compilation and coordination of the district's budget, and preparing audit documents.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops, implements, maintains and refines the School District's accounting and financial systems.
 - a) Prepares interim and annual financial reports for all aspects of the district's operations.
 - b) Supervises all collections of monies and ensures all are appropriately deposited and reported.
 - c) Properly tracks district liabilities ensuring that obligations are met and payments are made on a timely basis.
 - d) Balances or ensures the balance of all financial accounting records.
 - e) Directs and participates in the preparation of financial reports to the district personnel, the Board of Education and state and federal governmental agencies as required.
 - f) Maintains records for all federal programs administered by the district, and all financial grants received by the School District, to ensure that revenues and expenditures are properly recorded and reported.
 - g) Interprets legislative and statute funding regulations.
 - h) Coordinates and monitors credit card transactions.
 - i) Manages the district-wide purchasing function.
- Coordinates the annual audit and fiscal year-end closing processes.
 - a) Prepares financial worksheets and supporting documentation.
 - b) Creates and reviews final reconciliations of all general ledger accounts ensuring accuracy and completeness.
 - c) Ensures accounting records comply with UFARS, GAAP and other legal requirements.
 - d) Determines and records fiscal year-end estimates and accruals.
- Facilitates all local, state, and federal financial compliance reporting.
 - a) Verifies and balances accounting records to aid and grant systems (i.e., EDRS, SERV, etc.).
 - b) Initiates and manages grant cash payments through SERV system.
 - c) Manages and reports tax revenues and coding as required.
- Provides payroll and accounts payable management and supervision.
 - a) Supervises payroll and accounts payable personnel.
 - b) Manages finance office workflow procedures, assignments and training.
 - c) Develops and implements department cross-training to ensure consistent operation.
 - d) Ensures proper coding of all revenues and expenditures.

- Provides assistance to building personnel regarding the use and operation of the financial accounting system. Facilitates district-wide staff training in the use of the financial software and payroll system.
- Performs other duties of a comparable level or type, as required. Communicates the district's vision and philosophy and provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of expertise/knowledge. Attends training sessions, conferences, seminars, district and departmental meetings. Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:	
Minimum Educational and Experience: Requires a minimum of a Bachelor's Degree in Business, Accounting, or related field and a minimum of three (3) years directly related experience including supervisory experience. Experience in Minnesota School Finance and Certified Public Accountant (CPA) certification preferred.	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: None
ESSENTIAL KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE WORK	<p>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</p> <ul style="list-style-type: none"> • Understanding of business processes (accounting, payroll, purchasing, accounts payable/receivable), procedures and practices of the district. • School finance including pertinent laws and regulations, legal and reporting requirements, information management systems, and accounting methods. • Financial budgeting and audit practices and procedures. • Office equipment and typical productivity software, databases or customized systems/applications used within the district for accounting processes (i.e., Skyward, spreadsheet applications, state/federal systems, etc.). • State and federal record retention requirements. • Understanding of data privacy requirements and provisions as it impacts the processing of accounting, payroll, and financial records. <p>Skilled in:</p> <ul style="list-style-type: none"> • Communicating clearly and concisely, both orally and in writing. • Presenting complex concepts in an understandable and appropriate manner. • Using judgment and discretion in handling problems and issues in accordance with the policies and procedures of the district. • Prioritizing, organizing, and managing time and project activities. • Establishing and maintaining professional and courteous working relationships with staff, colleagues, students, parents, and the community. • Preparing, maintaining and implementing accounting processes and procedures associated with the maintenance of the general ledger, accounts payable, accounts receivable, and payroll processing. • Implementing accounting controls, procedures and methods consistent with acceptable accounting procedures and methods. • Preparation of various local, state or federal accounting/fiscal reports.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Payroll Specialist	1
2	Accounting Clerk	1
TOTAL		2

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities:	
Physical requirements associated with the position can be best summarized as follows:	
Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.	
HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable or stressful conditions involving human interactions.

Classification History:
Description created by ISD 110 Human Resources 5/2017.