



**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 oversight and continuous improvement of the district's financial accounting, payroll, and reporting systems. This role ensures the accuracy, integrity, and reliability of financial operations through strong internal controls, system alignment, and process standardization. The Controller serves as a key partner in financial reporting, audit coordination, and budget development, while also supporting data-informed decision-making across the organization. This position plays a critical role in ensuring compliance with local, state, and federal requirements and in strengthening operational continuity by reducing single points of failure and enhancing system-based workflows.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial Operations & Reporting

- Oversees the district's financial accounting systems, ensuring accuracy, completeness, and compliance with UFARS, GAAP, and applicable laws and regulations
- Prepares and reviews interim and annual financial reports for internal and external stakeholders, including district leadership, School Board, and state and federal agencies
- Ensures timely and accurate collection, deposit, and disbursement of district funds
- Monitors and manages district liabilities, accruals, and year-end closing processes
- Maintains integrity of the general ledger and all supporting financial records

Compliance & State/Federal Reporting

- Manages financial compliance and reporting for state and federal programs, including systems such as UFARS, MEGS, and other MDE reporting platforms
- Ensures accurate tracking and reporting of grant revenues and expenditures, including reimbursement processes
- Interprets and applies legislative and regulatory requirements related to school finance and funding
- Oversees tax reporting and coding in accordance with applicable requirements

Audit & Internal Controls

- Coordinates the annual audit and fiscal year-end close, including preparation of schedules, reconciliations, and supporting documentation
- Develops, implements, and continuously improves internal controls, accounting procedures, and financial processes
- Ensures audit readiness through accurate documentation, reconciliation practices, and compliance with established standards
- Identifies and mitigates risks related to financial operations and reporting

Systems, Processes & Continuous Improvement

- Leads the development, documentation, and standardization of financial processes and workflows to ensure consistency and operational efficiency
- Supports ERP system management and optimization (e.g., Skyward), including alignment with best practices and district needs

- Identifies and reduces single points of failure through cross-training, process documentation, and system-based solutions
- Collaborates with internal stakeholders to improve system integration and workflow alignment across departments

Data, Reporting & Analysis

- Supports the development and maintenance of financial reports and data tools to enhance transparency and decision-making
- Ensures data accuracy, consistency, and alignment across financial systems and reporting platforms
- Assists in analyzing financial trends, variances, and key metrics to support budget development and long-term planning
- Partners with Director of Finance & Operations to translate financial data into meaningful insights

Leadership & Supervision

- Supervises payroll and accounts payable functions, including staff oversight, workflow management, and training
- Establishes clear expectations, provides ongoing support, and ensures continuity of critical functions
- Leads cross-training efforts to strengthen department capacity and resilience
- Serves as a key partner to the Director of Finance & Operations in budget development, forecasting, and financial planning

Training & Support

- Provides guidance and training to district staff on financial systems, processes, and reporting requirements
- Supports consistent and accurate use of financial systems across buildings and departments
- Communicates complex financial information in a clear and accessible manner

Other Duties

- Performs other duties of a comparable level or type, as assigned
- Attends training sessions, conferences, and meetings to remain current on trends, regulations, and best practices
- Supports the district’s mission, vision, and strategic priorities

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:	
<ul style="list-style-type: none"> • Requires a minimum of a Bachelor’s Degree in Accounting, Finance, Business, or related field and a minimum of three (3) years of progressively responsible accounting or financial management 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	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of governmental accounting principles, including UFARS and GAAP • Understanding of Minnesota school finance, funding structures, and regulatory requirements • Experience with ERP systems (e.g., Skyward) and financial reporting systems • Familiarity with state and federal reporting platforms, including MEGS, SEDRA, and related systems • Knowledge of internal controls, audit practices, and financial compliance requirements • Understanding of data privacy laws and requirements related to financial and payroll data

Skills and Competencies:

Financial & Technical Skills

- Strong financial accounting, reconciliation, and reporting skills
- Ability to develop and implement effective internal controls and processes
- Experience managing payroll, accounts payable, and general ledger functions

Data & Analytical Skills

- Ability to analyze financial data and identify trends
- Experience working with financial data systems, reporting tools, and spreadsheets to validate and interpret data
- Ability to ensure data integrity across systems and reconcile discrepancies between reporting platforms
- Skill in developing reports to communicate financial information effectively

Systems & Process Skills

- Ability to evaluate, implement, and optimize financial systems and workflows
- Strong process documentation and continuous improvement mindset
- Ability to align systems and processes with operational and compliance requirements

Leadership & Communication Skills

- Ability to communicate complex financial information clearly and effectively
- Strong organizational, time management, and prioritization skills
- Ability to build collaborative relationships across departments
- Demonstrated ability to lead, train, and support staff

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)

<u>Physical Activities</u>	Amount of Time Spent				<u>Lifting/Forcing Exerting</u>	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								
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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: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*

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 4/2026.