

## **COMPTROLLER**

### **DUTIES AND RESPONSIBILITIES:**

- To represent the Superintendent of Business as required.
- To develop and monitor systems of internal control in areas of financial management and operations.
- To coordinate and provide support in the development and presentation of the current operating budget.
- To provide leadership, direction and general supervision through the department heads responsible for the financial operation of the Board including Accounting, Computer Services, and Purchasing.
- To maintain knowledge of developments within the computer environment and to prepare recommendations concerning the maintenance and development of long range plans which are consistent with stated Board requirements.
- To assess business systems and procedures and to make recommendations to the Superintendent of Business concerning improvements therein.
- To carry out financial analyses and to prepare, as required, specialized reports related thereto.
- To monitor the results of the financial transactions of the Board, and to advise the Superintendent of Business accordingly.
- To prepare and maintain appropriate statistical records pertaining to the Board's operations.
- To be familiar with the General Legislative Grant Regulations of the State of Michigan and to advise the Superintendent of Business accordingly.
- To maintain liaison with other staff, other school boards, auditor, outside organizations, etc., as required, in order to be cognizant of external developments which may be appropriate and beneficial to the Board's operations.
- To attend Board and Committee meetings as required.
- To administer the general insurance program maintained by the Board.
- To supervise all pupil transportation including the use of Board vehicles and contracted services.
- To assume such other responsibilities as may be assigned.