**COMPTROLLER**

**REQUIREMENTS:**

● Education: A.B. degree with major work in business administration and accounting.

● Experience: 3 years of successful experience as a supervisor of school accounting.

● Aptitude: Demonstrated ability to plan, implement, and evaluate accounting, cash control, payroll, and insurance systems; Demonstrated ability to supervise people; A demonstrated knowledge of computer systems as they relate to payroll and accounting systems; High degree of honesty and integrity to be demonstrated through both work and personal references.

**WORKING RELATIONSHIPS:** Reports to the Director of Business Affairs; Works cooperatively with other members of the administration and the instructional supervisors.

**COMPENSATION AND TERM OF EMPLOYMENT:** Administrative Schedule – 12 months

**MAJOR FUNCTIONS:**

● Plans and recommends to the Director of Business Affairs, systems and procedures for accounting, payroll, bookstores, cafeterias, cash control, and student activity accounting.

● Directs and supervises the implementation of approved procedures as listed above.

● Supervises the systems listed above and the personnel in each area on a daily basis

● Performs required audit functions involving review of bank reconciliations, cash deposits, and other financial records.

● Prepares financial reports and other data for the Director of Business Affairs.

● Performs other duties as assigned by the Director of Business Affairs