**COMPTROLLER**

**MAJOR FUNCTION:** Assumes the responsibility for planning, organizing, coordinating, directing, and monitoring all aspects of the financial operations of the district, including accounting, payrolls financial reporting/systems, budget, cash management and other finance-related functions.

**DUTIES AND RESPONSIBILITIES**:

* Works under the general guidance of the Associate Superintendent, Business Services, in administering the planning and evaluation functions of the Finance Department.
* Manages and controls the operations of the sections within the department to assure compliance with School Board policy, governing statutes/regulations and applicable professional and ethical standards.
* Continually evaluates internal controls and systems/procedures to ensure the effective and appropriate utilization of district resources in administering the financial management function.
* Coordinates the work of the sections within the Finance Department with the heads of the other departments within the Business Services Division, to facilitate the achievement of divisional objectives and to assure maximum effectiveness in providing essential services to the schools and other divisions within the district.
* Interfaces with the Data Processing Department with respect to the development and maintenance of on-line and batch computer systems to assure the effective utilization of software, hardware, and human resources in the processing of information related to the financial management function.
* Works under the supervision of the Associate Superintendent, Business Services, in implementing the financially related responsibilities of the legislative liaison function.
* Acts in the absence of the Associate Superintendent, Business Services, in coordinating the other departments of the division which include Risk Management, Purchasing, Warehouse, and Food Service, and acts on special assignment in the matters pertaining to these departments.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Accounting, Business Administration, Finance or closely related discipline. Comprehensive managerial experience at a senior level in the financial management of a public school system, state university, community college, or state agency.

**PREFERRED:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.