



Controller

Department: Business Services/District Office
Supervisor: Director of Business Services

Duty Year: 260 days
Status: Exempt

Position Overview & Responsibilities

Responsible for establishing accounting systems and controls to ensure the integrity of the financial practices and reporting in accordance with state, federal, and local policies, laws, rules, and guidelines. Assist in the coordination of the daily processing of business office transactions. Assist with budgeting and cash flow management, coordinate annual financial audit, and assist in preparing financial statements, board reports, or other reports.

Accounting and Annual Audit

- Review, interpret, and apply governmental accounting standards, including Generally Accepted Accounting Principles (GAAP) and the Uniform Financial Accounting and Reporting System (UFARS), with respect to the District's financial activities while maintaining the chart of accounts.
- Establish, implement, and enforce proper accounting methods, policies, and principles being practiced. Provide training to school/department staff to ensure proper accounting methods, policies, and principles are followed.
- Perform and review reconciliations to ensure that they are prepared properly and timely, and follow-up on any unusual items.
- Enter and verify major receipts from state aid and property tax levy and record to appropriate accounts, providing backup for other school/department receipts.
- Coordinate the annual financial audit process and work. Prepare year-end reconciliations and schedules, perform internal audits to ensure proper internal controls are in place, and assist with ensuring procedural changes recommended by auditors are put into effect.
- Assist with the preparation of the District's comprehensive annual financial report and related statistical tables.
- Manage the District's fixed assets system, ensuring proper accounting and recording of fixed assets and assists with capital and long-term facilities maintenance projects to ensure compliance with regulations and UFARS
- Maintain district accounting systems and monitor various revenues, expenditures, receivables, and payables.
- Enter and process journal entries as needed.



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

- Receive and respond to inquiries related to coding and account balances for individual departments, preparing current balance reports as specifically requested.

Financial Planning and Budgeting

- Assist with coordination of daily operational transactions of the accounts payable, accounts receivable, and payroll functions to ensure orderly and effective workflows.
- Oversee cash and investment management and prepare cash flow projections.
- Complete monthly bank reconciliation.
- Prepare necessary reports to be used by the School Board and District Administration, such as monthly cash and investment reports, treasurer's report, and wire transfer report.
- Assist with the development and monitoring of the budget, reviewing revenue and expenditure budgets and assessing the need for adjustments.
- Assist with purchase order approvals
- Performs other related duties as assigned

Requirements & Qualifications

Bachelor's degree in accounting or finance and four or more years of experience in accounting or finance, or an equivalent combination of education and experience required. Experience in school finance preferred. CPA preferred.

Essential Functions & Skills

This position requires an ability to work independently under the direction of the Director of Business Services and with several buildings and departments.

- Ability to maintain confidentiality and professionalism.
- Ability to work effectively in teams and function collaboratively across departments internally and with external partners.
- Ability to multitask and prioritize workload.
- Ability to follow written and verbal directions.
- Advanced and developed communication and technological skills.
- Strong organizational, task management, and time management skills.

Equal Employment Opportunity Employer

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.