



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Director of Finance/Controller**
Job Family: **Administrative**
Prepared/Revised Date: **June 2, 2022**

FLSA Status: **Exempt**
Pay Range: **E**
Job Code: **10311**
Days: **260**

SUMMARY: Reports to the Chief Financial Officer and is responsible for promoting a strong financial management environment through investing in people, building partnerships, leveraging technology, and fostering innovative business practices. The Director of Finance/Controller is responsible for providing strategic direction and oversight for the accounting, financial reporting, fiscal support, payroll, grant administration, strategic sourcing, and business systems areas of the finance department.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Oversee the Finance Department’s accounting, financial reporting, fiscal support, payroll, grant administration, strategic sourcing, and business systems teams.
2. Develop and maintain an effective internal control system to promote orderly, economical, efficient, and effective operations; safeguard resources against loss due to fraud, waste and abuse, mismanagement, and errors; promote adherence to statutes, policies, regulations, and guidelines; develop and maintain reliable financial and management data, and accurately report the data in a timely manner.
3. Analyze the operational effectiveness of the integrated financial management system; make recommendations and coordinate program changes with personnel to ensure integrity of system-generated reports and efficiency of operations.
4. Ensure procedures are in place to effectively and efficiently complete activities related to month-end and end-of-year closing, state reporting requirements, federal reporting requirements, and preparation of the annual comprehensive financial report.
5. Oversee the legally required annual external audit.
6. Monitor, evaluate and promote compliance with financial and grant fiscal reporting requirements and legal mandates, IRS regulations, Board and Superintendent Policies and regulations, grantor agencies and state and federal regulatory agencies regarding fiscal and payroll activities and financial transactions.
7. Prepare training materials and resources and develop District guidelines and procedural documentation; present or direct others to present workshops and individual training for District sites and staff in topics relating to their business operations; act as a resource and provide assistance to sites and departments for procedures related to financial activities.
8. Conduct operational reviews, audits, work-flow analysis, cost accounting analysis, and return-on-investment analysis.
9. Work closely with the Budget Director to support the development and implementation of budget strategies.



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| 10. Advise executive leadership on fiscal matters. Prepare special reports as requested to assist executive leadership in decision-making. |
| 11. Maintain education, training, and updated experience in governmental accounting and financial reporting. |
| 12. Attend work and arrive in a timely manner. |
| 13. Perform other duties as assigned. |

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in accounting required
- More than three years of administrative experience in the management of an integrated financial accounting system, in budgeting and in management analysis/auditing of administrative practices and operating policies and procedures required
- Previous experience in supervising a professional accounting staff and the payroll function required
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Certified Public Accountant (CPA) or proof of having passed the CPA exam preferred
- Certified Governmental Financial Manager (CGFM) preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Specialized knowledge of GASB pronouncements, rules, and regulations as well as GFOA and ASBO best practices
- Specialized skills in management; auditing systems and internal controls and CAFR preparation.
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, 10-key calculators, E-mail, etc.
- Operating knowledge of integrated financial management systems; BusinessPLUS preferred.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Assistant Controller	1
	Payroll Manager	1
	Accounting Manager	1
	Partnerships & Grants Manager	1
	Procurement Supervisor	1
	Business Analyst	1
	Business Systems Analyst	1
	Systems Administrator	1
	Office Manager	1

- Responsible for assisting with interviewing, hiring, and training employees; assisting with planning, assigning, and directing work; assisting with appraising performance; assisting with rewarding, disciplining, and terminating employees; and assisting with addressing complaints and resolving problems.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit				x
Use hands to finger, handle, or feed		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate			x	



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Instruct			x	
Compute				x
Synthesize				x
Evaluate				x
Interpersonal Skills				x
Compile				x
Negotiate			x	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	