



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Assistant Controller**
 Job Family: **Administrative**
 Prepared/Revised Date: **October 25, 2021**

FLSA Status: **Exempt**
 Pay Range: **M**
 Job Code: **10315**
 Days: **260**

SUMMARY: *The Assistant Controller ensures adequate training, technical assistance, and resources are provided to schools, sites, and departments responsible for processing financial transactions outside of the Finance Department. Training and technical assistance includes consideration of internal controls, proper accounting treatment and compliance with laws, policies, and guidelines. Under the direction of the Director of Finance/Controller, supports Finance Department staff in carrying out day-to-day, month end close and year end close activities. The Assistant Controller routinely interacts with cabinet level and other District administrators and the personnel carrying out financial operations outside of the Finance Department in addition to working with internal Finance Department staff.*

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. Supervise, direct, coordinate the work of, and provide day-to-day technical support for Finance Department staff.
2. Analyze internal controls and the operational effectiveness of the financial management system and other systems utilized by the Finance Department, make recommendations, and participate in process improvement work necessary to ensure the validity of financial data.
3. Serve as a liaison between District administrators and the Finance Department to (1) guide administrators in financial decision making with consideration internal controls, proper accounting treatment and compliance with laws, policies, and guidelines and (2) understand the unique needs of the different schools, sites, and departments; recommend the implementation of process and documentation improvement projects to better serve those needs.
4. Coordinate and provide training, technical assistance, and support regarding financial transactions, internal controls, and compliance to staff at schools, sites, and departments responsible for processing financial transactions.
5. Monitor financial data originating from schools, sites, and departments to ensure transactions are properly recorded and comply with applicable laws, policies, and guidelines. Analyze deviations to identify root cause. Recommend the appropriate course of action such as providing additional training, updating resources, etc.
6. Routinely evaluate contents of the internal financial online resource library utilized by schools, sites, and departments; identify when additional resources and/or updates are needed.
7. Assist with end-of-month and end-of year closing, financial statement preparation and audit processes.
8. Monitor, evaluate and promote Department compliance with legal mandates, IRS regulations, Board policies, Superintendent policies, District policies, administrative guidelines, grantor agencies, and state and federal regulatory agencies for fiscal related activities and financial transactions.
9. Maintain current knowledge of pronouncements, regulations, and best practices from the Colorado Department of Education (CDE), Office of Management and Budget (OMB), Governmental Accounting Standards Board (GASB), Governmental Finance Officers Association (GFOA), Association of School Business Officials (ASBO) and other local, state, and federal authoritative bodies.
10. Attend work and arrive in a timely manner.
11. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in Accounting or related field; master’s degree preferred
- More than three years of administrative experience in the management of an integrated financial management accounting system, management and analysis of administrative practices and operating procedures preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Certified Public Accountant (CPA) certification preferred
- Certified Governmental Financial Manager (CGFM) preferred
- Certified School Finance Officer (SFO) 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; Business Plus preferred

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	No direct reports	0

- In collaboration with the Director of Finance/Controller and Accounting Manager, 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
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			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

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