



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Assistant Controller**  
Job Family: **Administrative**  
Prepared/Revised Date: **November 1, 2018**

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

**SUMMARY:** Responsible for the day to day operation of the accounting office and its staff, under the direction of the Controller. Direct the efforts, quality, compliance, timeliness and reporting of general ledger, accounts payable, and accounts receivable. Oversee the Finance Department customer support team and comprehensive payment solution.

**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, train and coordinate the work of Finance Department customer support staff.
2. Manage the District's comprehensive payment solution system.
3. Prepare, maintain and continually evaluate reference and training materials; develop administrative guidelines and procedural documentation.
4. Provide training, technical assistance and support regarding financial transactions, internal controls and compliance to District-wide staff.
5. Assist the Controller with the direction, training and coordination of work for the accounting staff.
6. Analyze the operational effectiveness of the financial management system; make recommendations and coordinate process improvement work.
7. Analyze the internal control system, make recommendations and coordinate process improvement work.
8. Ensure the validity of financial data by establishing procedures for reconciling, balancing and/or verifying the general ledger and subledger accounts.
9. Monitor, evaluate and promote District 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.
10. 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 Financial Officers Association (GFOA), Association of School Business Officials (ASBO), state and other authoritative bodies.
11. Coordinate end-of-month, end-of-year closing processes, and annual audit.
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 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:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	Accounting Technicians	4

- 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	