



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

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

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

**SUMMARY:** Responsible for coordination and direction of the financial operation of Poudre School District in a manner that complies with applicable laws and regulations and represents a high degree of efficiency and effectiveness. This individual has responsibility for all accounting-related activities within the District and supervises and directs activities of the Finance and Payroll Departments. In addition, the Controller assists various stakeholders in interpreting and utilizing financial information.

**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 and coordinate the work of the District's professional accounting staff and payroll department. Develop and train staff members on efficient operational procedures to determine and perform essential services.
2. 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.
3. Directly coordinate and manage activities related to month-end and end-of-year closing and the legally-required annual external audit. External audit activities include but are not limited to: coordination of field work; prepare and/or review all financial statements and supporting data; manage preparation of the Comprehensive Annual Financial Report and Single Audit Reporting Package.
4. Develop and maintain an effective internal control system in order 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.
5. Ensure the validity of financial data by establishing procedures and processes for reconciling, balancing, and/or verifying general ledger accounts.
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. Prepares training materials and resources and develops District guidelines and procedural documentation; presents or directs others to present workshops and individual training for District sites and staff in topics relating to their business operations; acts as a resource and provides assistance to sites and departments for procedures related to financial activities.
8. Assist Executive Director of Finance and Budget Analyst in conducting operational reviews, work-flow analysis, cost accounting analysis, and return-on-investment analysis.
9. Acts as in-district consultant on governmental accounting, financial and internal control issues. Maintains education, training and updated experience in governmental accounting and financial areas.



10. Assist Executive Director of Finance and Director of Budget in analyzing long-term effects of budget decisions made by the District's administration or the Board of Education.
11. Reviews governmental accounting pronouncements, exposure drafts, discussion memos and other relevant documents to maintain current knowledge of regulations and best practices from the Governmental Accounting Standards Board (GASB), Government Financial Officers Association (GFOA), Association of School Business Officials (ASBO), and other authoritative bodies.
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
<b>Direct reports:</b>	Payroll Manager	1
	Accountants	4
	Accounting Technicians	5

- 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	