



Sequoia Union High School District

Job Description

JOB TITLE:	Controller
ADMINISTRATIVE RELATIONSHIP:	This Position reports to the Assistant Superintendent of Administrative Services
CLASSIFICATION:	Classified
REQUIREMENTS	Minimum Degrees/Credentials/Experience Required for Position
SALARY SCHEDULE:	Management Salary Schedule II
WORK - YEAR / HOURS:	12 Months
LOCATION:	District Office
BOARD APPROVAL:	November 5, 2008

BRIEF DESCRIPTION OF POSITION

Under general direction of the Assistant Superintendent of Administrative Services, to organize, coordinate, and supervise the central accounting and related financial activities of the district; to coordinate and supervise preparation of the district budget; to participate in the more technical and responsible tasks concerned with the business operations; and to oversee Accounting, Purchasing, and other related business activities to ensure smooth fiscal operations of the district. The incumbent in this position will serve as line supervisor of the Director of Purchasing.

DUTIES AND RESPONSIBILITIES

Plans, organizes, assigns, and directs the work of the district accounting office including budget control records, payroll processing, receipt and disbursement of funds, student body accounting, and allied fiscal activities; coordinates and supervises preparation of the district budget; prepares all fiscal reports including the annual financial report; participates in internal audits and answers to federal, state, and county auditors; supervises and participates in the maintenance of financial control records on funds received through state and federal aid programs; supervises preparation of required reports; conducts special financial, statistical, and analytical studies; develops uniform accounting procedures suitable to data processing methods; confers with other district administrative personnel and makes decisions on actions involving district policy, information, and control; supervises, reviews, and evaluates the work of subordinate personnel and provides overall direction of their training, provides overall supervision to Purchasing Department and other business related activities as assigned, and performs related duties as required.

Education and Experience: Any combination equivalent to graduation from a four-year college in accounting or public or business administration and three years of responsible experience in professional accounting work, preferably including experience in school or governmental accounting.

Knowledge and Abilities: Knowledge of the principles of accounting; knowledge of budget control and fiscal procedures and methods; knowledge of laws and regulations applying to school district accounting operations; knowledge of public contract code as it relates to Purchasing, knowledge of

supervisory methods; ability to train, supervise, and motivate personnel; ability to analyze, interpret, and prepare financial statements and reports; ability to develop appropriate methods to accomplish a variety of accounting transactions; ability to apply the principles and methods of school district accounting; ability to work cooperatively with others.

Physical Requirements:

The typical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person
- Manual dexterity sufficient to manipulated both single sheets and large stacks of paper; and to keyboard with accuracy
- Physical ability to sit or otherwise remain stationary at work post for long periods of time.
- Physical ability to reach, bend and lift in order to load or unload paper supplies
- Ability to drive a car
- Ability to commute to the district's school sites to meet with Principals or other staff members