

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Controller	<b>REPORTS TO:</b>	Chief Financial Officer
<b>DEPARTMENT:</b>	Controller	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	038
<b>REVISED:</b>	May 25, 2010		

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**BASIC FUNCTION:**

Plan, organize, control and direct the district's fiscal services, including accounts payable and receivable, internal accounting, cashier functions, and materiel control; develop information and recommend policies and procedures for immediate and long-range financial management and planning; train and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

***E = Essential Functions***

Plan, organize, control and direct the district's fiscal services operations, including accounts payable and receivable, internal accounting, materiel control and day-to-day liquidity management and general obligation (GO) financing, TRANS notes and capital funds. ***E***

Direct the activities as may be acquired to obtain all financial resources that are available or that may become available to the district, including the investment of district funds not deposited with the County Treasurer; establish and maintain liaison with banking industry representatives. ***E***

Develop information and policies and procedures for immediate and long-range financial management and planning. ***E***

Direct, coordinate and supervise the operations of the accounts payable, financial accounting, fiscal control, and materiel control departments. ***E***

Develop and prepare the annual preliminary revenue budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. ***E***

Provide direction and coordination of the financial planning and budgeting process of division/departments and school site governance teams as necessary for conformance to district financial policies and procedures. ***E***

Direct and manage district cashier functions, including receipt of funds, issue of receipts, and preparation of bank and County deposits, the preparation of daily deposits, and the posting of daily cash receipts; direct the maintenance of cashier database, computerized ledgers, and journals and prepare cash transaction/deposit analysis report. ***E***

Review with authority for disapproval, all expenditures and manpower requisitions for compliance with district's budget and state and federal rules and regulations. *E*

Direct preparation of legislative materials relating to school finance; direct the analysis of legislation pertaining to school finance and recommend district position. *E*

Respond to requests from auditors' representatives, grantor organizations, and governmental organizations, including official financial reports and claims; represent the district during audits by public auditors. *E*

Review the district's consolidated application and reporting; provide overall direction to major grant proposals especially for the aspect of financial controls and reporting. *E*

Provide oversight of charter school financial statements. *E*

Establish and maintain financial liaison with citizens groups such as Citizens Advisory Committees, Taxpayers Association, Chamber of Commerce, other interested public groups, bond rating organizations and others as directed. *E*

Provide technical expertise, information and assistance to the Chief Financial Officer regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Chief Financial Officer of unusual trends or problems and recommend appropriate corrective action. *E*

May represent the Financial Services Division as support staff in collective bargaining. *E*

Plan, organize and implement long and short-term programs and activities to improve assigned programs and services. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Perform other duties as assigned

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to a master's degree in business administration, finance, accounting, public administration or a related field and seven years of progressively responsible supervisory experience in finance and business management. Certified Public Accountant (CPA) certification is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Financial techniques required to direct activities of a large scale operation.  
Principles and techniques of budget preparation and control.  
Oral and written communication skills.  
Principles and practices of administration, supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Provide leadership and direction in assigned functions.  
Direct, coordinate and supervise the operations of the accounts payable, financial accounting, fiscal control, and materiel control departments.  
Maintain current knowledge of applicable provisions of federal, state and district laws, rules and regulations.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.  
Train and evaluate the performance of assigned staff.  
Interpret, apply and explain rules, regulations, policies and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job code 1229

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