

## East Side Union High School District

Job Title: Controller

Description of Basic Functions and Responsibilities:

Under the direction of the Director of Finance, plans, organizes, supervises, and carries out specific functions of district accounting, payroll, financial record keeping, financial statements, audits and is also responsible for financial oversight duties of district approved charter schools.

Supervisor: Director of Finance

Typical Duties:

Manages and performs all technical/professional accounting and auditing duties of District finance, accounting, and records keeping.

Reviews, coordinates and prepares all District financial accounting statements/reports, preparing journal entries, reconciliations, and conducts special audit or analytical studies to assist in the compliance with policies and regulations of new or revised programs.

Reviews and recommends financial and budget procedures, techniques and methods to assure efficiency and compliance with district policies and applicable government regulations.

Manages the receipt recording, deposit, encumbrance and disbursement of District funds and the issuance and distribution of warrants.

Manages and performs Charter school in lieu of tax processing.

Reviews, maintains, and certifies Charter school financial accounting records and other related financial information.

Reviews financial strength for charter school petitions and renewals.

Maintains the integrity of the accounting system/records. Assures that financial income and expenditure transactions and records comply with federal, state, and county rules, regulations and requirement and that District policies and procedure are met; assure compliance with audit requirements.

Identifies and recommends methods to improve operational procedures and internal control and to ensure cost effective accomplishment of goals and objectives.

Advises and consults with the school staff, department managers, and others regarding accounting policies, procedures, and standards.

Oversees the District payroll department and responsibility for payroll preparation/production, and including balancing payroll runs, producing federal, State, and local tax reports, payments, banking transmittals, and troubleshooting issue.

Ensures compliance with local, State, and federal regulations and filing local, State, and federal payroll tax returns, computing wage and overtime payments, calculating and recording payroll deductions and garnishments.

Responsible for all required payroll and state tax reconciliations, quarterly tax reports and filings.

Oversees and coordinates fiscal and calendar year-end processing of payroll, including supplemental payrolls and other government related documentation such as unemployment insurance and worker's compensation; distributes year-end W-2's.

Disseminates information and provides training, including payroll orientation to district departments and staff regarding payroll policies, procedures, deadlines, and updates in payroll laws.

Remains current on new legislation and regulatory rulings impacting payroll; enforces adherence to requirements and advises management on required actions.

Supervises the reconciliation of STRS, and PERS reports and serves as district resource on retirement plans

Evaluates the performance of accounting and payroll staff members.

Assists and recommends policies and procedures related to fiscal and payroll activities.

Performs other duties as assigned or requested.

#### Employment Standards:

Knowledge and expertise of general accepted accounting principles and standards, Governmental Accounting Standards Board (GASB) standards for accounting and financial reporting for government agencies, financial controls, and California school district accounting.

Must be able to prepare clear, complete, a concise financial records and statistical reports, analyze accounting and budget data and make sound recommendation.

Knowledge of proper internal control and audit principles and practices.

Ability to work with internal and external auditors and prepare information required for these audits.

Knowledge of principles and practices of governmental budgeting; laws, regulations, rules, and codes applicable for the financial administration of a school district.

Knowledge of IRS and all applicable laws, regulations, standards, methods, and practices related to payroll and retirement systems.

Ability to interpret and apply personnel and payroll policies, laws, regulations, State Education Code, collective bargaining contracts and credentialing requirements.

Ability to work independently including applying initiative and judgement in resolving problems.

Ability to consistently perform under the pressure of deadlines and other administrative demands

Demonstrate flexibility and respond to changing requirements and job assignments.

Exercises sound professional judgement within general policy guidelines.

Ability to efficiently plan, organize, train, supervise, and evaluate the work of the department staff.

Ability to communicate effectively both orally and in writing.

Ability to explain procedures clearly, and accurately and communicate verbally in situations requiring tact, diplomacy and discretion.

Ability to establish and maintain a cooperative and effective working relationship with those contacted in the performance of required duties.

Ability to quickly identify problem areas or situations, isolate problem causes, and take appropriate to resolve problems identified.

Ability to understand and implement a variety of complex directions without continuous supervision.

Ability to assemble, organize, and analyze data in an effective and useful manner.

Ability to operate a computer terminal or microcomputer, using spreadsheet, database, word processing, and specialized financial software.

Ability to operate a variety of standard office machines and equipment.

Possession of a valid and appropriate California Driver's License.

Qualifications:

Education:

A Bachelor of Arts or Science degree with major coursework in Accounting or Business Administration preferred.

Experience:

Three or more years of significant, directly related and progressively responsible experience with accounting, payroll, and budgeting. Experience that includes direct supervision of clerical and administrative staff is highly desirable. School District experience preferred.

**Physical Demands and Working Conditions**

1. Seldom = Less than 25%
2. Occasional = 26%-50%
3. Often = 51%-75%
4. Frequent = above 76%

- a. Ability to work at a desk, conference table or in meetings of various configurations [4]
- b. Ability to stand for extended periods of time [3]
- c. Ability to see for the purpose of reading laws and codes, rules and polices and other printed matter [4]
- d. Ability to hear and understand speech at normal level [4]
- e. Ability to communicate so that others will be able to clearly understand normal conversation [4]
- f. Ability to bend and twist, sit, stoop, kneel, push, and pull. [4]
- g. Ability to lift 5-25 lbs. [1]
- h. Ability to carry 5-25 lbs. [1]
- i. Ability to operate office equipment [4]
- j. Ability to reach in all directions [4]

### **Working Environment**

Office environment with moderate noise levels;

Dexterity of hands and fingers to operate a computer keyboard and other office equipment;

Sitting for extended periods of time

### **Reasonable Accommodation**

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

Approved: 11/24/2020 Bd Mtg