

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Controller
Department:	Business/Payroll
Reports to:	Chief Operating Officer
Supervises:	Sr. Account Clerks I & II, Sr. Account Clerks Payables and Receivables
Description of job:	
<p>Summary of Responsibilities:</p> <p>Assists in the financial accounting of the school department's general school fund and special revenue funds. Assumes responsibility for the daily business office operations including all revenue funds, purchasing, accounts receivables, accounts payables, billings, bus contractor payroll and central office supply functions. Assists in the preparation and administration of the school committee budget including responsibility for all Budget Status Reports.</p>	
<p>Essential Functions:</p> <ol style="list-style-type: none">1. Assists the Chief Operating Officer with the financial accounting for the general school fund and special revenue funds including Summer School and Trust Funds.2. Assists in the preparation of the Superintendent's budget as well as all stages of the school committee annual budget.3. Directly supervises the business office functions including all revenue funds, purchasing, accounts receivables, accounts payables, billings, bus contractor payroll and central office supply functions.4. Directly supervises the payroll office and employee benefits functions.5. Serves as the Munis Systems Administrator for the school department.6. Prepare and process annual W2's.7. Supervises the preparation of quarterly and annual financial and related reports for all applicable federal and state agencies. Aligns/creates accounts and reports to conform to RIDE Uniform Chart of Accounts. Communicates grant requirements and necessary accounting standards to appropriate administrators.8. Prepares monthly general school fund and special revenue fund financial data to the school committee and schools, RIDE and town administration and other financial reports as necessary.9. Prepares projected year end revenue and expense reports for school committee on a monthly basis. Responsible for posting and reconciling general ledger and preparing all necessary data for annual audit.10. Interfaces with the Special Education department to ensure accurate projections and reporting of the special education revenues and expenditures.11. Supervises inventory control and fixed asset accounting system.12. Attends School Committee meetings, budget meetings, budget workshops and other meetings as requested by the Superintendent of Schools.13. Performs other tasks as may be required from time to time by the Chief Operating Officer.	

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Protective Personal Equipment: n/a					
Classification:	Sedentary:	Light:	Medium: x	Heavy:	Very Heavy:
<i>Classification Key:</i> Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects; Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects; Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects; Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects; Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.					
Driving Requirements:	None: X	Manual:	Automatic:		

Work Environment			
Floor Surface:	Carpet and/or Tile		
Inside:	100%	Outside:	n/a
Lighting:	Incandescent or Fluorescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 35 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				X	
Standing		X			
Walking		X			
Bending		X			
Twisting		X			

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Crawling	X				
Kneeling		X			
Squatting		X			
Climbing	X				
Reaching – Vertical		X			
Reaching – Horizontal				X	
Grasping			X		
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

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.

Education and/or Experience:

Bachelor degree or an advanced degree in business administration from an accredited or approved institution or a with bachelor degree in another area with a minimum of 24 credits in business to include at least 9 credits in accounting, 3 credits in finance, 3 credits in management and 9 credits in at least two of the following areas: marketing, law, human resources, school finance, school plant planning or information systems. Three (3) years of documented professional experience in financial management, in school business operations, and/or as a CPA.

License/Certificate/Certification:

n/a

Technological and/or Technical Skills:

Prior use of Accounting software systems (Munis), Crystal reports, Excel, Word and Access

Communication Skills:

Strong oral and written communications skills. Demonstrable presentation and platform skills.

Team Based Skills:

Capable of working collegially with all levels of administration and staff in a professional and courteous manner. May be required to work nights and weekends to meet reporting deadlines and needs of the district.

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Interpersonal and Problem solving skills:

Ability to interface with staff and community members in a pleasing manner.
Demonstrable ability to effectively handle complex departmental issues utilizing a problem solving approach.
Capability of responding simultaneously to a variety of requests from school committee members, administrators, staff, public agencies, parents and the community (multi-tasking).

Terms of Employment:

At will

Evaluation:

Per GCB

Date: 1/2016