

Columbia Gorge Educational Service District
Job Description – Finance Controller

Title: Finance Controller
Department: Business Department
Classification: Administrator
Supervised by: Superintendent
Work Year: Assigned by Superintendent

Job Purpose Statement:

The primary purpose of this position is to manage and direct daily accounting activities; ensuring that proper accounting and recording of company transactions are performed in an accurate and timely manner; and producing financial and other key reports for management.

Job Qualifications: Education and Experience:

- Bachelor's Degree in Accounting is required (from an AACSB accredited Business School)
- 4-6 years financial closing experience (month--end and year--end)
- Minimum 3+ plus years of accounting experience

Licenses, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance
- Valid Driver's License and evidence of insurability
- Successfully pass district background screening

Knowledge, Skills, and Abilities:

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. ·

- Knowledge of Generally Accepted Accounting Principles
- Knowledge of computer based spreadsheets and reporting
- Knowledge of general office practices and procedures
- Skill in public speaking
- Skill in written communications
- Skill in operating various office equipment
- Must have managerial skills and be able to function in a supervisory role
- Must be able to maintain confidentiality
- Must be able to prioritize work to meet scheduled deadlines while handling multiple tasks
- Must have excellent accounting skills, strong organization and communication skills
- Ability to function in a leadership role
- Ability to work with scheduled deadlines

Essential Job Functions:

1. Provide comprehensive financial updates to the board and directors by evaluating, analyzing, and reporting appropriate data points
2. Guide financial decisions by applying company policies and procedures to current economic landscape

3. Assist in the expansion and stability of services to the component districts we serve.
4. Develop, implement, and maintain financial controls and guidelines
5. Achieve budgeting goals with proper scheduling, analysis, and corrective action
6. Assist in analyzing and accessing funding from grants and contracts
7. Maximize payroll efficiency through innovative process development
8. Help develop and support short and long-term operational strategies
9. Planning, directing and coordinating all accounting operational functions
10. Managing the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results
11. Coordinating and preparing internal and external financial statements
12. Coordinating activities of external auditors
13. Providing management with information vital to the decision-making process
14. Managing the budget process
15. Assessing current accounting operations, offering recommendations for improvement and implementing new processes
16. Developing and monitoring business performance metrics
17. Hiring, training and retaining skilled accounting staff
18. Manage all aspects of accounting; billing, financial statements, general ledger, cost accounting, payroll, accounts payable, accounts receivable, grants management, budgeting, tax compliance, inventory accounting, cost accounting, revenue recognition, and various special analyses
19. Maintain documented system of accounting policies and operations
20. Oversee payments of all accounts; ensuring all accounts are paid on time
21. Process accounts and collecting payments
22. Oversee all payments made for debts, and other large quantities of money
23. Monitor cash and funding balances
24. Keep an organized filing system of all accounts, statements, transactions, payments, and debts
25. Prepare and organize financial statements for record and review
26. Maintain solid communication, technology, analytical and management skills.
27. Work across the agency to prepare budget, and audit report materials quarterly/annual financial reports
28. Advise on financial analyses and decision-making regarding capital investments, pricing, contract negotiations, significant costs, benchmarks, and other matters with management and the Superintendent.
29. Organize information and statements for audits and both internal and external auditors
30. Define, benchmark and implement operational best practices
31. Ensuring CGESD complies with all additional legal and regulatory requirements
32. Additional duties as needed and assigned.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures and backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other ESD staff, ESD Districts, and Superintendent.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Demonstrates professional character in all job responsibilities. Displays courteous, polite disposition, exercising tact and diplomacy. Maintains confidentiality in all aspects of the agency.
- Attend trainings related to professional growth to stay current on best practices.

Physical Requirements:

1. **In an eight-hour day employee may:**

- a. Stand/Walk None 1-4 hrs 4-6 hrs 6-8 hrs
- b. Sit None 1-3 hrs 3-5 hrs 5-8 hrs
- c. Drive None 1-3 hrs 3-5 hrs 5-8 hrs

2. **Employee may use hands for repetitive:**

- Single Grasping Pushing and Pulling Fine Manipulation

3. **Employee may use feet for repetitive movement as in operating foot controls:**

- Yes No

4. **Employee may need to:**

- a. Bend Frequently Occasionally Not at all
- b. Squat Frequently Occasionally Not at all
- c. Climb Stairs Frequently Occasionally Not at all
- d. Lift Frequently Occasionally Not at all

5. **Lifting:**

- Sedentary Work:** Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work:** Lifting 25 pounds occasionally with frequent sitting and occasional standing/walking.
- Medium Work:** Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

Agreement

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, _____ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

Employee Signature

Date