

# Wachusett Regional School District

## CENTRAL OFFICE

### JOB DESCRIPTION

#### **TITLE:**

Assistant Comptroller

#### **QUALIFICATIONS:**

The Assistant Comptroller shall possess a Bachelor's degree with a major in accounting, finance or a closely related field. Two (2) years of related experience in a school or other similarly oriented financial management position or other related field is preferred. The Assistant Comptroller shall possess particular experience in areas such as accounting, computer operations, budget management, cost accounting, plant operations, office systems and procedures, food service operations, cash management and procurement in school district finance or financial institution preferred. The Assistant Comptroller shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

#### **REPORTS TO:**

Comptroller

#### **PERFORMANCE EVALUATION:**

The Assistant Comptroller shall be evaluated annually in narrative form based on the goals and objectives established by the Assistant Comptroller and the Comptroller.

#### **REPRESENTATION STATUS:**

Un-represented Staff

#### **JOB RESPONSIBILITIES:**

The Assistant Comptroller assists the chief financial manager of the District. As a member of the Administrative Staff, he/she shall provide leadership for the School District, inform the Superintendent of changes in trends, laws, rules, or regulations in his/her area of expertise, and provide reports to the Superintendent or designee of his/her activities and as requested. The Assistant Comptroller in

conjunction with the Comptroller shall develop annual job goals that will become part of the criteria used to evaluate the Assistant Comptroller.

In carrying out these responsibilities, the Assistant Comptroller shall:

1. Assist in the oversight of the financial operation of the District to include providing leadership and expertise to ensure that the system of internal financial controls effectively and efficiently safeguard the assets of the District and provide accurate and timely financial information as required by the District;
2. Assist in the preparation, coordination, and recommendation to the Superintendent of the district and school budgets, analyzing financial and personnel data as well as assist in auditing internal accounts, supervising the preparation, administration, and accounting of the budget, and assist in managing check and payroll writing and processing;
3. Recommend to the Comptroller and assist in the development of policies and procedures that provide for cost effective management of financial related matters and services necessary to a productive teaching and learning environment in the District;
4. Assist in the direction of financial accounting, management, and reporting in accordance with Generally Accepted Accounting Principles (GAAP);
5. Assist in providing the District with financial information, analysis, and recommendations to serve as the basis or operating and capital expenditure decisions;
6. Assist in preparing, monitoring, and reporting performance against the District's short and long term financial plans;
7. Assist in providing financial analysis and recommendations covering a broad range of proposed projects and capital investments to insure their financial soundness;
8. Ensure that adequate internal accounting control exists to properly safeguard the District's assets;
9. Assist in the supervision and direction of the daily financial operation of the District; and,
10. Conduct other business and finance staff duties and responsibilities as directed by the Superintendent of Schools or designee, including

attending school committee meetings and subcommittee meetings  
as requested or required by the Superintendent or designee.

**SUPERVISES:**

Any employee as assigned by the Superintendent

Approved by:

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Alfred D. Tutela, Superintendent of Schools

Date: 10/31/97