

Wachusett Regional School District

EXECUTIVE STAFF

JOB DESCRIPTION

TITLE:

Comptroller

QUALIFICATIONS:

The Comptroller shall possess a Bachelor's degree with a major in accounting, finance or a closely related field and at least five years of related experience in a school or other similarly oriented financial management position or other related field. The Comptroller may be certified as a School Business Administrator by the Commonwealth. The 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 Comptroller shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

Superintendent of Schools

PERFORMANCE EVALUATION:

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

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The Comptroller is the chief financial manager of the District. As a member of the Administrative Staff, he/she shall provide leadership for the School District, represent the Superintendent as appropriate at official school and community functions, inform the Superintendent of changes in trends, laws, rules, or regulations in his/her area of expertise, and provide reports to the

Superintendent of his/her activities and as requested. The Comptroller in conjunction with the Superintendent of Schools shall develop annual job goals that will become part of the criteria used to evaluate the Comptroller.

In carrying out these responsibilities, the Comptroller shall:

1. Oversee 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 auditing internal accounts, supervising the preparation, administration, and accounting of the budget, and managing check and payroll writing and processing;
3. Recommend and develop 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. Direct financial accounting, management, and reporting in accordance with Generally Accepted Accounting Principles (GAAP);
5. Provide the District with financial information, analysis, and recommendations to serve as the basis or operating and capital expenditure decisions;
6. Prepare, monitor, and report performance against the District's short and long term financial plans;
7. Provide financial analysis and recommendations covering a broad range of proposed projects and capital investments to insure their financial soundness;
8. Insure that adequate internal accounting control exists to properly safeguard the District's assets;
9. Supervise and direct 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, including attending school committee meetings and subcommittee meetings as requested or required by the Superintendent.

SUPERVISES:

Any employee as assigned by the Superintendent

Updated: 4/24/97

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 04/24/97