

	Class Codes
CONTROLLER	1004
DEPUTY CONTROLLER	1007

## DEFINITION

The Controller is responsible for assisting the Chief Business Officer with the administration of the Accounting and Disbursements Division by planning, organizing, directing, and reviewing the functions of accounting for all District funds; treasury; audit; payroll administration; payments of non- salary obligations; and a wide variety of related financial and reporting functions. A Deputy Controller assists in the management of the Accounting and Disbursement Division and acts for the Controller as required.

## TYPICAL DUTIES

Directs and administers the activities of the Accounting and Disbursements Division, including:

- Districtwide accounting for revenues, expenditures, and balance sheet accounts preparation of financial reports, revenue and expenditure forecasting, cash-flow management, investments and financing, maintenance of official accounting records and transactions, and related financial functions.
- Directs, reviews, and facilitates financial and school audits, including the preparation of the Annual Comprehensive Financial Reports (ACFR).
- Manages lower-level directors on the payment, audits, and accounting for salary disbursements, payroll deductions, and related payroll obligations.
- Establishes and maintains liaison with federal and state agencies on the interpretation of fiscal legislations, filing of reimbursement claims, required records, documentation, reports, and the receipt of income from those sources.
- Assures that activities, records, and reports adhere to applicable laws, regulations, and requirements from federal and State agencies, governmental, and accounting standards.
- Directs and coordinates the compilation and analysis of data for the District's mandated periodic reports and for special reports as required.
- Manages lower-level directors with the maintenance of job-cost and stores inventory records, payment of non-salary obligations, and related functions.
- Directs, reviews, and participates in the analysis and implementation of the District's integrated financial systems, including payroll, human resources, budget, procurement, and accounts payable.
- Participates with other administrators in the development, planning, and implementation of Districtwide and internal division policies and procedures.
- Directs, reviews, and participates in the financial and procedural analysis of legislative and collective-bargaining proposals and provides data for District negotiators and administrators.
- Represents the Chief Business Officer as assigned.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Controller directs and coordinates the administration of the Accounting Controls, Financial Audits, Student Body Accounting, Accounts Payable, General Accounting, Treasury, Revenue, and Payroll Services Branches of the Accounting and Disbursements Division.

A Deputy Controller assists in the administration of the Accounting and Disbursement Division, participates in the planning and organizing of Division functions, and acts for the Controller as required.

The Chief Business Officer is the executive responsible for the direction of accounting, treasury, audits, disbursements, business, and financial activities of the District.

The Director of Budget Services and Financial Planning directs and coordinates the administration of Budget Services, Financial Planning and School Fiscal Services Branches of the Budget Services and Financial Planning Division.

## SUPERVISION

Administrative direction is received from the Chief Business Officer or designee. The Controller exercises administrative direction over subordinate deputy controllers and branch directors. A Deputy Controller receives administrative direction from the Controller and exercises general direction over branch directors and lower-level management personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- The Government Accounting Standards Board Pronouncements
- Theory and practice of accounting and auditing, including governmental tax, school accounting and auditing; program budgeting and accounting; budgetary control; payroll/personnel/position control systems; and financial reporting
- Theory of business, personnel organization, and management
- Established project management procedures
- California School Accounting Manual and the provisions of the Education Code and other laws pertinent to financing, payment of obligations, and accounting for public schools and public sector
- Board of Education and Personnel Commission rules, California School Accounting Manual, California Education Code, and regulations
- Basic organization, legal foundation, and financial structure of California school districts
- Federal, State, and local laws pertinent to the activities of the Division and financial operations of the District
- Principles of public administration and personnel management
- Integrated computer information systems and methods applicable to a wide variety of accounting and related financial systems, including school and central budgets, payroll, personnel, position control, benefits, accounts payable, job cost, student body accounting, capital projects, fixed assets, and procurement
- Cash-flow management and projections
- District collective bargaining agreements

### Ability to:

- Direct and coordinate complex financial, audit, and reporting activities through lower-level directors and managers
- Evaluate procedures and problems and develop strategies and effective solutions
- Be proactive and be able to share decision-making in a timely manner
- Foster rapport with, and seek cooperation from, employees in the organization, including school administrators, teachers, and students
- Analyze laws, rules, and accounting regulations and pronouncements
- Work in a fast-paced environment; multi-task; and ensure project timelines comply with legal, state, and other mandated deadlines
- Prepare clear, concise, and effective reports, letters, and other documents
- Make formal and effective oral presentations

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in accounting or a related field. A degree in accounting is preferable.

### Experience:

Three years of experience as an executive or manager with responsibility for the accounting, auditing, budgeting, or disbursements of an organization of preferably with at least 1,000 employees and with a budget of at least \$100 million. The aforementioned experience must include professional-level experience in the same areas, preferably in accounting or auditing. Public sector experience is preferable.

### Special:

A Certified Public Accountant (CPA) license is preferable

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

## SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time as long as such addition or change is reasonably related to existing duties.

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