

CHURCHILL COUNTY SCHOOL DISTRICT

COMPROLLER

FSLA: Exempt

Created: 3/2020

Last Revised:

DEFINITION

The Comptroller ensures the short and long term prudent fiscal operation of the school district, including management of all assets and liabilities; leads the district in implementing best practices in public sector financial management and planning; manages and provides oversight for all financial and related services; collaborates with the Superintendent and Director of Operations to lead the budget process and communicate with all stakeholders; administers the distribution of financial resources in accordance with allocations determined by the School Board and administration.

SUPERVISION RECEIVED AND EXERCISED

Under the general supervision of the Superintendent and the Director of Human Resources.

Supervises Business Office staff that includes providing direction, establishing priorities, assigning tasks, coordinating and evaluating the work and performance of support personnel.

ESSENTIAL FUNCTIONS: *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Supervises the major functions of a finance department: Budget Development and Monitoring, Financial Reporting, Accounts Payable, Accounts Receivable, Audit, Payroll, Procurement, Financial Systems Management, Grant Financial Management, and Financial Advisory to Superintendent, School Board, Leadership, Principals, and others.
2. Executes an annual budget process that communicates the needs identified by the Superintendent and School Board.
3. Directs the budgeting, accounting and reporting of all ChurchillCSD funds in compliance with all applicable federal, state, and local regulations and requirements.
4. Coordinate annual financial audit to ensure financial integrity of the District.
5. Directs the funding development of a continuing Capital Improvement Program.
6. Prepares and presents long-range financial plans and forecasts, and communicates fiscal matters to the School Board, staff, and community.
7. Establish and monitor internal controls necessary to control the risk to District assets while still providing efficient operations. Establish policies and procedures in accordance with federal and state laws and regulations.
8. Evaluate and communicate the financial impact of proposed legislation or regulation changes and make recommendations to the Superintendent.

CHURCHILL COUNTY SCHOOL DISTRICT

9. Provides financial guidance, support and protocols to assist schools and departments in developing and maintaining their site-based budgets.

QUALIFICATIONS: *Knowledge, Skills and Abilities: (KSAs are the attributes required to perform the job; generally demonstrated through qualifying experience, education or training.)*

Required KSAs:

- Ability to communicate effectively (both orally and in writing) with school personnel, senior leadership, parents, government agencies, and members of the community;
- Skilled with data analysis to solve problems and recommend solutions that are consistent with organizational objectives;
- Knowledge to review and interpret highly technical information, write policies and procedures, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions;
- Thorough knowledge of the principles, procedures, and practices of public operations, development of a public budget, and understanding of the interaction of the various departments within a school district;
- Experience applying federal, state, and local laws, rules, and regulations governing public school finance; and
- Knowledge of school district policies and procedures, district regulations, negotiated contracts as they pertain to district employees.

Licenses and Certifications:

A valid Certified Public Accountant (CPA) license is preferred at the time of application. A valid Nevada Driver's License is required at the time of appointment.

Experience and Training Guidelines: *Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

Experience and Training:

Five (5) years of public sector accounting experience, which included responsibility for budget development and administration, governmental fund accounting, inter-fund accounting, and comprehensive participation in financial audits.

Experience with public sector budget processes required. Experience in a public school setting preferred. Successful experience in the oversight, financial control and supervision of budgeting, accounting, federal and state grants, payroll, and procurement.

PHYSICAL AND MENTAL REQUIREMENTS: *The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and

CHURCHILL COUNTY SCHOOL DISTRICT

coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS

Work is performed under the following conditions:

Position functions primarily within an office. The majority of work will be performed sitting at a computer for prolonged periods of time. Exposure to climate controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from low to moderate for frequent time periods.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name (Print): _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____