

Killeen Independent School District Job Description

Job Title: Controller
Reports To: Chief Financial Officer
FLSA Status: Exempt

SUMMARY

Manages financial department for the school district by performing assigned duties personally or through others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Directs activities of workers engaged in implementing established services and performing such functions as collecting delinquent accounts.

Establishes and ensures compliance with procedures for custody and control of securities to ensure safekeeping.

Prepares reports required by the Internal Revenue Service, TRS and other payroll related reporting and complies with the pronouncements of the United States General Accounting office, regulations, and Board of Trustees.

Develops and maintains investment reports for the Board and school district administration.

Directs the receipt of school district funds.

Maintains general, revenue, and appropriation ledgers on an encumbrance basis.

Submits reports and claims for refunds on sales and fuel taxes, when applicable.

Oversees Payroll, Treasury and Accounts Payable Departments and all of their functions.

Manages the investment portfolio of the district.

Manages district scholarship reporting.

Ensures reconciliation of investment, receivable, accounts payable and payroll related liability balance sheet accounts.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Manages employees in the Payroll Department, Treasury Department and Accounts Payable Department. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Bachelor's degree required in Business Administration, Accounting, or related area; Master's degree, preferred, and five years job-related experience in financial government.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Public Accountant preferred. Certified School Business Official issued by the Texas Association of School Business Officials, preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to members of the board of trustees, administrators, principals, staff, auditors, community organizations, and the general public.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date:

May 4, 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.