

ABSECON PUBLIC SCHOOLS

Job Description

TITLE: Comptroller

QUALIFICATIONS:

1. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
2. Knowledge of accepted business practices, laws and regulations governing school districts related to budget preparation and administration risk management, purchasing, transportation, food services, school plant operations, and facility planning, or is willing and able to study and attend training to gain this knowledge.
3. Minimum experience as determined by the Board.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Demonstrated organizational, communication and interpersonal skills
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO:

- ✓ Business Administrator / Board Secretary

SUPERVISES:

- ✓ Business Operations Staff

JOB GOAL:

- ✓ To assist the Business Administrator in managing the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

PERFORMANCE RESPONSIBILITIES:

Budget and Finance

1. Assists the business administrator/board secretary in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.
2. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
3. Assists the BA in auditing claims, invoices and demands against the board.
4. Assists the BA in collecting tuition fees and other moneys due to the board not payable directly to the treasurer or school moneys.
5. Assists in procurement of supplies and equipment for the district in accordance with law and board policies.
6. Assists in administering the district's insurance/risk management program
7. Assists in the oversight of the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Also assists with implementing hospitalization, major medical and other types of board-approved employee benefit plans.

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8. Assists the BA in keeping records of the investment of board funds in accordance with statute and board policy

Miscellaneous

1. Performs such other duties as may be assigned by the business administrator/board secretary and/or Superintendent of Schools.

TERMS OF EMPLOYMENT:

- ✓ Twelve months.
- ✓ Contract terms and salary to be determined by the Board

EVALUATION:

- ✓ Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.