

# TRENTON BOARD OF EDUCATION

## JOB DESCRIPTION

### ASSISTANT COMPTROLLER

#### QUALIFICATIONS:

1. Bachelor's Degree in Accounting or related field, Masters Degree in Business Administration preferred.
2. New Jersey School Business Administrator or Eligibility Certificated Public accountant, **preferred**.
3. Five (5) years experience in public school finance; three (3) years in a supervisory capacity in a public school district.
4. Knowledge of Generally Accepted Accounting Principles (GAAP) procedures, other State and Federal accounting guidelines as they pertain to the operations of public schools districts; and knowledge for the implementation of payroll, purchasing and accounts payable systems in public school districts.

#### REPORTS TO:

Assistant Business Administrator/Comptroller

#### JOB GOAL

Responsible for organizing, planning, and managing all aspects for the payroll, budgeting, accounts payable, and purchasing functions of the school district. In addition, assist the Business Administrator in managing all of the business office operations of the school district.

#### SUPERVISES:

Payroll Staff, Accounting Staff, Accounts Payable Staff, Purchasing Staff

#### PERFORMANCE RESPONSIBILITIES:

##### A. Supervisory Responsibility:

1. directs the total operation of the Accounting Department including assisting with the interviewing and hiring of employees within the accounting, payroll, accounts payable and purchasing departments.
2. Assures that the correct GAAP procedures are in place and utilized.
3. Supervises, delegates and evaluates the performance of employees within the departments.
4. Plans and directs the activities of the accounting, payroll, accounts payable and purchasing departments.
5. Enforces compliance with Board of Education, State and Federal rules and regulations with respect to the financial and accounting group activities.
6. Assigns appropriate staff to maintain computerized record keeping system.

1/14/11

B. Management Responsibility:

1. Budgets

- a. Responsible for the planning, compilation and execution fo the school district budget.
- b. Reviews the budget with administrative staff for accuracy before it is finalized.
- c. Assists in the execution of the enacted budget including administrative controls where required.
- d. Incorporates requirements per N.J.A.C.6A:10A.
- e. Monitors the reliability and integrity of all the financial information.

2. Payroll

- a. Responsible for the correct and timely production fo payroll checks.
- b. Communicates with the payroll supervisor to remain abreast of any potential issues regarding payroll.
- c. Assures the accuracy and reliability of check production (including failsafe/backup plans).

3. Accounts Payable

- a. Responsible for the correct and timely issuing of checks.
- b. Plans and arranges for the implementation of systems for the payment and collection of bills.
- c. Oversees the accuracy and reliability of bills and their appropriate payment (including failsafe/backup plans).

4. School/District Banks Accounts

- a. Responsible for accuracy and reliability of all information and maintenance pertaining to school bank accounts.
- b. Audits/reviews joural entries prepared by staff members for accuracy.
- c. Maintains open communication with the School Treasurer to insure that any necessary admustments to the school accounts occur in a timely manner.
- d. Assures that all school district accounts are properly closed and balanced by the end of the fiscal year.
- e. Oversees and carries out the investments of Board funds.
- f. Manages and tracks cash flow.**

5. Audits

- a. Responsible for the School Boards preparedness for federal and state grants audits, as well as annual independent audits.
- b. Reviews and evaluates audits of accounts, vouchers, and other financial records.
- c. Implements and monitors effective internal controls.

6. Accounts Receivable

- a. Responsible for accurately accounting for and documenting all monies received by the school district.

7. Purchasing

- a. Responsible for securing bids and quotes for supplies, materials and services.
- b. Responsible for overseeing the purchase order processing procedures.
- c. Responsible for overseeing the maintenances of files and records.



8. Grants

- a. Responsible for accurately accounting for and documenting all grant funds that are due to the school district.
- b. Responsible for overseeing the program managers to ensure that all grant funds are accurately accounted for and documented.

9. Staff Development

- a. Oversees staff development with regard to maintaining current knowledge of laws and regulatory changes relevant to their roles and positions.
- b. Ensures that staff members maintain/develop the computer skills necessary to satisfactorily complete their jobs.
- c. Communicate information to staff and administration on policies and procedures for compliance.

10. District Operations

- a. Assist in supporting all Business Office operations for the school district.

C. Behavioral Expectations

1. Upholds philosophies/values of Trenton Board of Education.
2. Serves as role model in exercising safe and appropriate work habits.
  - a. Demonstrates knowledge of and follows prescribed safety policies/procedures.
  - b. Demonstrates general knowledge of work processes within skill area.
  - c. **Maintain CPA certificate, if applicable.**
  - d. **Attend workshops and conferences in order to maintain knowledge and leadership skills.**
3. Promotes positive inside and outside relations.
  - a. Interacts with the Board, other departments, the school treasurer and outside vendors as needed regarding accounting issues.
  - b. Works in consultant with the Business Administrator to ensure that accounting issues are handled in a smooth and timely manner.

D. Administrative Responsibility

1. Establishes goals and objectives for the units in the departments.
2. Formulates effective policies and procedures for the organization and administration of the financial and accounting employees.
3. Provides orientation on accounting policies and procedures.
4. Prepares any monthly, quarterly and/or annual reports concerning the financial status of the school district for the Board.
5. Provides input, as appropriate, regarding financial and accounting matters, and serves as an internal consultant to the other areas.

E. Other

1. Performs other duties related to the operation of the Accounting Department, as assigned by the Business Administrator.

**TERM OF  
EMPLOYMENT:**

Twelve (12) months position

**BARGAINING UNIT:**

**Confidential Employee**

**SALARY:**

**in accordance with the Confidential Employee contract**

**STATUS:**

Hourly\_\_\_

Salaries\_\_\_

Exempt\_\_\_

Non-Exempt\_\_\_

**EVALUATION:**

Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of Confidential Employee contract.

**BOARD APPROVAL:** \_\_\_\_\_

**Board Approved  
1/24/2011**

Board Approved  
October 26, 2015