



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Controller
Payroll/Personnel Type:	12 Month
Job #:	8686
Reports to:	Executive Director of Finance/Treasurer
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible
Starting Salary:	\$165,000

Position Summary:

Under direction, plans, directs, and controls the accounting operation of the school system to ensure legal compliance with state, federal, and local laws as well as compliance with generally accepted accounting principles. Keeps current with changes in local, state, and federal laws and any revisions in recording and reporting financial information as recommended by the Governmental Accounting Standards Board (GASB). Provides general administration; development and review of fiscal policies; and development and maintenance of accounting and reporting systems and procedures.

Essential Functions:

- Oversee the Financial Management Office (FMO), Fiscal Control/Accounting, Accounts Payable, and Treasury Departments.
- Manage and lead the audit process from beginning to end with initial submission to the school board by November for approval and submission to the Department of Elementary and Secondary Education (DESE) on December 31st.
- Ensure monthly posting of the district's financial statements to the district website as required by the Department of Elementary and Secondary Education (DESE).
- Submission of the Annual Secretary of the Board Report (ASBR) as required by Section 162.821 RSMo to be submitted to the Department of Elementary and Secondary Education (DESE) on or before August 15 each year.
- Create standard operating procedures (SOP) for the Financial Management Office (FMO), Fiscal Control/Accounting, and Treasury within the first 30 days. Continually evaluate and update procedures as needed.
- Support management in upholding the highest standards for controlling, recording, and reporting financial operations, ensuring direct compliance with state, local, and federal laws, as well as generally accepted accounting principles.
- Plans, implements, and reports on important and complex governmental fund accounting, school system's budget control, and auditing of an operational character involving the application of general and specialized accounting principles, methods, and practices.
- Directs and approves or disapproves the disbursement of the school system's funds in accordance with the availability of appropriate funds, applicable laws, rules, Board actions, and accounting requirements.
- Analyzes laws, regulations, legal opinions and decisions, office methods, rulings, and procedures as they pertain to the work of the accounting division and the correct accounting for district financial activities.
- Works closely with external and internal auditors to ensure effective audits, compliance with requirements, and efficient processes.
- Make recommendations regarding organization and procedure changes when necessary to meet changing conditions. Consults with officials of all departments concerning financial matters



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applicable to their operations. Provides liaison with all operating units of the school system involved in fiscal transactions.

- Develop and maintain a chart of accounts in accordance with local policies and state requirements.
- Manages accounting for federal, state, and other grants, working with local school and departmental staff to maintain the accuracy of accounting data, timely reporting, and efficient cash management. Oversee the data collection for federal Impact Aid.
- Prepares periodical reports and statistics on the fiscal operations of the school system. Prepares materials for lease financing of equipment and vehicles.
- Provides budgetary controls in accordance with the policies of the Board of Education. Provides resources to operating units in the development of acceptable accounting records and procedures necessary to perform their assigned functions. Provides fiscal guidance as required in the development, operating, and reporting of state, federal, and other supported programs, in accordance with varied complex laws and regulations applicable to these programs.
- Keeps abreast of local, state, and national developments to affect changes in operations as necessitated by current changes in society, business, education, etc.
- Provides professional development to strengthen staff competencies and accounting skills.
- Performs related work as required.

Knowledge, Skills, and Abilities:

- Expert skills in ERP systems (SAP, BusinessPlus, etc.).
- Expert skills in Microsoft Office Suite, especially Excel.
- Strong interpersonal skills for interacting with individuals at all levels.
- Expert analytical and problem-solving skills.
- Excellent planning and organizational skills to balance and prioritize work.
- Strong leadership skills to manage a large team.
- Working knowledge of federal, state and local laws, regulations and guidelines related to the position. • Self-starter with ability to own complex processes with minimum guidance and oversight.
- Ability to successfully deal with all people fairly and equitably.
- Ability to prepare clear, concise and accurate correspondence, reports and other written materials.
- Ability to organize, set priorities and exercise sound independent judgment.
- Maintain complex and confidential records and files.
- Knowledge and understanding of Generally Accepted Accounting Principles (GAAP)

Experience:

- 5 years of experience in budgeting and/or finance required including 2 years of experience in a leadership role.
- 2 years of experience in public education budgeting required

