

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Comptroller

REPORTS TO: Business Administrator

JOB GOAL: The Comptroller serves as a vital adjunct to the School Business Administrator in developing and maintaining fiscal programs and procedures that are in conformance with State Law, Board of Education policies and the administrative rules of the Superintendent.

SUPERVISES: Business Office Staff, Facility Managers, Weekend Field Supervisors

QUALIFICATIONS:

1. A Bachelor's Degree in Accounting and/or Business Finance;
2. Three years experience in the supervision of an accounting or financial office, preferably in a public agency;
3. Working knowledge in New Jersey Public School law and how it applies to financial/accounting matters;
4. Experience with computer applications in accounting. Demonstration of strong PC computer and PC Spreadsheet capabilities;
5. Such alternative or additional qualifications as the Board of Education may deem appropriate.

PERFORMANCE RESPONSIBILITIES:

A. Staff Management

1. Assists the School Business Administrator in supervising and evaluating the performance of financial staff in the Business offices and utilizes effective management techniques.
2. Works to develop staff morale and loyalty to the organization.
3. Treats all personnel fairly, without favoritism or discrimination while insisting upon the performance of duties.
4. Gives proper and definitive directions to all staff.

B. Business and Finance Under the direction of the School Business Administrator:

1. Assists in the supervision of the business office financial staff and operations;
2. Assists in the supervision of the maintenance, protection and storage of all securities, documents, title papers, and other financial records of the Board.
3. Assists in the supervision of the accounting of all financial transactions and the preparation of monthly revenue, appropriations and cash reports.
4. Assists in the supervision of the preparation of all payrolls and the proper maintenance of payroll records.

5. Assists with the development of the annual budget and the budget preparation process.
6. Assists in the execution of the enacted budget including administrative controls where required.
7. Assists in the supervision and accounting all State and Federal programs, local grant and donation programs, the Debt Service; and the preparation of all personnel, transportation and all other contracts.
8. Assists in the supervision and implementation of the financial investment program.
9. Assists in the supervision of the collection and payment of tuition accurately and in a timely fashion.
10. Assists the District Auditors in the preparation for the annual audit.
11. Consults with the independent auditors as necessary to coordinate and maximize the effectiveness of internal controls.
12. Assists in the preparation of financial reports and studies.
13. Assist in the Supervision of all insurance programs of the district.

C. Other Duties

1. Assist in the supervision of the District Transportation Department.
2. Assists in the supervision of the District Buildings and Grounds Department.
3. Assist the Board Secretary at Board Meetings when necessary.
4. Serves as Secretary to the Board of Education in the absence of the regular secretary.
5. Supervises the rental of school facilities and coordinates the various departments needed by outside groups.
6. Assists with the development of specifications and coordination of the bidding process to insure district compliance with statutes.
7. Performs other such tasks and assumes other such responsibilities as may from time to time be assigned.

Board Approved: May 9, 2019