

District Controller

Duties and Authority

The District Controller is responsible for all District operations related to budgeting, financing, building and grounds, purchasing and disposal of assets, pupil transportation, food service operations, and contracts. The District Controller develops comprehensive financial reports and projections that enable the Board of Education and Superintendent to engage in long-range financial planning, budgeting, and forecasting. The District Controller also prepares all financial reports, applications, and legal notices as required by the Board of Education, county, state, and federal agencies. The District Controller coordinates the execution of Intergovernmental Agreements, business, and service contracts.

Administrative Relationship

The District Controller is employed by the Board of Education and reports to the Superintendent of Schools.

Qualifications

The District Controller must have experience and skills in managing and supervising the business and financial aspects of a public entity. The District Controller must have a bachelor's degree in accounting, finance, business management, or a related field.

Evaluation

The Superintendent shall annually evaluate the District Controller and make employment and salary recommendations to the Board of Education.

Compensation and Benefits

The Board of Education and the District Controller shall enter into an employment agreement that conforms to Board policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for District Controller. These recommendations will be presented to the Board no later than the July Board meeting.

Terms of Employment

The work year for the District Controller shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, the District Controller shall have vacation periods as approved by the Superintendent.