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February 11, 2016

To the Members of the Geneseo Community Unit School District Board of Education:

It is my recommendation that you approve the posting of a District Comptroller position with the following hire timeline:

1. Candidates interview in late February.
2. Make candidate recommendation to Board at the March Board Meeting.
3. Comptroller begins work May 2, 2016.

Salary range will be between \$60,000-\$65,000. See the included job description.

*Tim Gronski, CSBO*



## Comptroller Job Description

### POSITION OBJECTIVE:

To assist in the administration of the District's business and financial affairs in order to provide the maximum educational services with available resources.

### PERFORMANCE RESPONSIBILITIES:

1. Oversees the complete accounting function of the District.
2. Maintains a system of controls to assure District assets are used appropriately.
3. Manages the processing of all accounting transactions, which is supported by a detailed set of policies, procedures, and forms, which includes billing, accounts payable, payroll, collections, and cash receipts.
4. Oversees the entire payroll function, including all direct deposit and non-direct deposit employee disbursements.
5. Oversees the external audit process assisting auditors with their examination of the District financial reports and controls.
6. Maintains a chart of accounts and general ledger from which are compiled a complete set of financial statements.
7. Maintains backup data for protection of district records.
8. Oversees the completion and submittal of all federal, state, and local governmental compliance reports as required.
9. Prepares reports for Board of Education and Administration of revenues, expenditures, student activity funds, revolving funds, and petty cash funds.
10. Assists in the design and modification of school business data management functions.
11. Processes all reports related to TRS and IMRF.
12. Performs all other duties as required by the Board of Education, the Superintendent or his/her designee.

### QUALIFICATIONS:

1. Bachelor's degree in accounting or accounting related field.
2. Two years' experience in an accounting or finance occupation.
3. Demonstrated competence and experience in accounting systems.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### REPORTS TO:

The Superintendent and/or Chief School Business Official (CSBO).

### TERMS OF EMPLOYMENT:

12 months per year. Salary and work schedule to be approved by the Board of Education.