



Notice of Vacancy

South Lyon Community Schools
345 South Warren
South Lyon, MI 48178

PLEASE POST!

POSITION: Controller (AD4)

LOCATION: Administration Building

**QUALIFICATIONS/
RESPONSIBILITIES:** See Attachment

RATE OF PAY: Salary range: \$89,284.00 - \$96,610.00

BEGINNING DATE: January 1, 2018

**DEADLINE FOR
APPLICATION:** October 6, 2017

APPLICATION: Send letter of interest and resume to:

Maureen Altermatt, Assistant Superintendent for Administrative Services
altermattm@slcs.us
South Lyon Community Schools
345 S. Warren
South Lyon, MI 48178
Ph. (248) 573-8140
Fx. (248) 437-8928

Applications accepted via Oakland Human Resources Consortium
www.oakland.k12.mi.us/OHRC

DATE OF POSTING: September 19, 2017

SOUTH LYON COMMUNITY SCHOOLS
JOB DESCRIPTION

CONTROLLER

Qualifications

1. Possess a minimum of a bachelor's degree from an accredited college or university in any of the following areas: business, finance, or accounting.
2. Minimum of three years of related job experience, preferably in a school district.
3. Proven ability to manage, supervise and evaluate staff members.
4. Extensive computer skills, extensive knowledge of computer applications including standard Microsoft Products (Excel, Word, Access). Knowledge of PowerSchool (formerly SunGard) Bi-tech software preferred.
5. Detailed understanding of the following business functions; payroll, accounts payable, investments, general ledger, purchasing, budgeting, and auditing.
6. Must possess efficient organizational skills.
7. Excellent oral and written communication skills.
8. Strong analytical skills and attention to detail and accuracy.
9. Must be able to keep information confidential.
10. Such alternatives to the above qualifications as the District may find appropriate and acceptable.

Directly Responsible To:

Assistant Superintendent for Business and Finance

Duties and Responsibilities

1. Supervises accounting functions including, accounts payable, accounts receivable, payroll, grants, cash flow and general accounting operations.
2. Recommends to Assistant Superintendent for Business and Finance the procedures for employing, training of, evaluating work performed, transferring, demoting and dismissing of business office personnel.
3. Supervises the Payroll Department through the Manager of Payroll and Benefits and assists with the overseeing of employee benefits.
4. Maintains, monitors and updates supplementary schedules of investments, bond payments, current year tax collections, taxes receivable, cash flow, notes payable, salaries, assets, liabilities, etc.
5. Compiles financial data and prepares monthly financial statements for Board of Education review.
6. Assists the Assistant Superintendent for Business and Finance in preparation of all budgets, financial projections and long range financial planning.
7. Prepares cash flow information for investment and borrowing purposes.
8. Prepares and reconciles semi-annual principal and interest payments for Debt Funds and monitors balances.

9. Manages all banking activities including, the oversight of all bank account reconciliations.
10. Provides oversight of general ledger to record in detail all revenue and expenses including, preparing and posting journal entries.
11. Oversee the development, implementation and maintenance of internal controls and accounting procedures.
12. Supervises the preliminary and annual audit to ensure timely review of all documents and prepare the annual financial report.
13. Develops and supervises all financial statements and records in accordance with Generally Accepted Accounting Principles (GAAP) and the Bulletin 1022 "Michigan Public School Accounting Manual".
14. Provides training and assistance to administrators on the finance software, business office procedures, building appropriation budget and how building carryover works.
15. Prepares all applicable local, state, and federal financial reports in accordance with applicable requirements, including but not limited to Form SE-4096, SE-4094, MAER and FID.
16. Maintains file and processes tax tribunal decisions and other tax adjustments.
17. Handles investments of School District funds to meet cash needs including close contact with financial institutions, interest rate quotations and interest trends, wire transfers and deposits.
18. Assists Manager of Grants and Instructional Reporting in preparation of financial reports for Federal and State Projects; monitors expenditures and approves claim reimbursements and quarterly expenditure reports.
19. Maintains, monitors and updates computerized general ledger.
20. Represents the District at local and state professional business organizations attending professional and technical meetings to keep abreast of new developments in accounting, state and federal reporting, Office of Retirement Services (ORS) changes, and legislative updates.
21. Oversees internal audit functions to insure all accounting activities are performed on a correct and timely basis.
22. Provides oversight of receipting and posting of all General Fund, Special Revenue, Building & Site, Debt Fund and Student Activity monies.
23. Oversees the bond investments and manages activities to coincide with the monthly cash flow. This also includes coordinating any arbitrage calculations that may be needed.
24. Performs monthly, quarterly, and annual checklists and fiscal closing of books.
25. Oversees the preparation of tax disbursements and corresponding schedules.

26. Prepares quarterly Medicaid Administrative Outreach Claims report.
27. Attends Finance Committee meetings as scheduled with the Board of Education representatives.
28. Performs other miscellaneous duties as assigned by the Assistant Superintendent for Business and Finance.

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