



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Comptroller
Reports To: Director of Business Services
FLSA Status: Exempt
Prepared By: Director of Business Services ST
Approved By: Human Resources TZ
Prepared Date: 7/2014
Last Revised Date: 07/2014

Summary:

Assists the Director of Business Services in planning, organizing, coordinating, directing, and monitoring all aspects of KRESA's Business Office and the financial operations of the district, including accounting, payrolls, financial reporting/systems, budget, cash management and other finance related functions. Assumes responsibility for cash management and YAA financial management.

Essential Duties and Responsibilities:

- Oversees and manages cash flow and bank balancing functions
- Processes cash requests/invoicing for grants
- Works under the general guidance of the Director of Business Services in administering the planning and evaluation of functions of the Business Office
- Attends YAA Board of Education meetings and reports the financial position of YAA and other financial matters
- Administers the general ledger
- Prepares financial reporting for the Board, grants, state and audits
- Prepares all adjustments to the general ledger and work papers for auditors
- Assists the Director of Business Services in providing all accounting services essential to the preparation, administration, supervision and control of the budget
- Administers and monitors YOU, GSRP and Head Start budgets
- Provides necessary financial data in a timely manner when requested by the Director of Business Services
- Coordination of all audits and monitoring visits
- Assesses business office systems and internal controls, and offers recommendations to the Director of Business Services
- Generates quarterly reports for Kalamazoo RESA Foundation
- Acts in the absence of the Director of Business Services in coordinating the Business Office.
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Bachelor's degree in Accounting, Business Administration, Finance or closely related discipline; Three to five years related experience and/or training. Master's Degree or CPA preferred.

Certificates, License, Registration:

MSBO Certification (CFO) preferred

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience

Ability to communicate effectively including listening

Delegates work assignments as appropriate

Keep administrator abreast of department activity

Works in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to problem solve

Ability to read, analyze and interpret data

Ability to write reports, correspondence, policies and procedures

Maintains confidentiality

Displays willingness to support and make decisions with sound judgment in timely manner

Develops strategies to achieve department goals

Performs duties as workload necessitates

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

Supervisory Responsibilities:

Assists the Director of Business Services with supervision of Business Office staff. Financial oversight of YOU and Head Start accountant. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; assisting with appraising performance; addressing complaints and resolving problems.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.