

## **CONTROLLER RCSD**

Code No. 903017

Non-competitive pending New York State approval

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position responsible for the financial control over the expenditures of the Rochester City School District and the independent development of related policies. Duties involve ensuring the accurate preparation, processing and disbursement of District expenditures, including vendor payments, judgments and claims, employee payroll (with associated tax, retirement, compensation deferral, and other withholding) and employee reimbursements. Duties also involve collaborating with other administrative staff to develop coordinated policies and procedures regarding workflows and internal controls to ensure payment integrity and mitigate the risk of loss. The employee reports directly to, and works under the general supervision of the Chief Financial Officer or other higher level staff member. General supervision is exercised over professional and clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises and directs the vendor payment cycle in compliance with the New York State General Municipal Law and Education Law; interprets State Comptroller guidance on the proper accounting for school expenditures; ensures expenditures comply with budgetary controls;

Develops and maintains a system of internal controls, including policies, procedures and workflows to ensure the integrity of expenditure and accounting information and to mitigate the risk that liabilities are incurred beyond the budgetary authority established by the Board of Education;

Develops payroll policies and procedures in compliance with collective bargaining agreements; interprets state and federal payroll, payroll tax, and payroll reporting rules and regulations; coordinates with Human Resources in monitoring and refining processes for the efficient and accurate exchange of employee data;

Directs and supervises the preparation and disbursement of payroll for District employees; resolves payroll discrepancies; directs the preparation, reconciliation and remittance of payroll withholdings; liaison to the state retirement systems and tax department and Internal Revenue Service;

Coordinates with banking representatives and District information management and technology staff to establish and maintain secure financial data transmissions;

Develops new electronic payment policies based on changing financial regulations and technology improvements;

Assists the Chief Financial Officer and Director of Accounting with expenditure data collection and analysis required for state, federal and financial statement reporting; assists with managing banking relationships;

Prepares expenditure, accounting and other statistical reports for directors, principals, and other District officials regarding the expenses and liabilities incurred within their budgetary

responsibility; prepares expenditure and other statistical reports as requested by state, federal and District auditors to measure program and financial accountability;

Resolves payroll and vendor payment problems.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles and practices of general and governmental accounting; thorough knowledge of encumbrance and budgetary control practices; thorough knowledge of the design and application of internal financial controls; thorough knowledge of state and federal payroll requirements; thorough knowledge of the District's automated payroll and financial system; good knowledge of the functions, goals and mission of the District; good knowledge of federal, state and local laws, rules and regulations governing District operation; ability to develop policies and procedures; ability to utilize an automated accounting system; ability to plan, organize and direct the work of others; supervisory ability; ability to prepare complex and sophisticated financial and accounting records and reports; ability to develop financial reports and statements; ability to communicate effectively orally and in writing; analytical ability; organizational ability; ability to establish and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's or Bachelor's degree in Accounting plus three (3) years paid full-time or its part-time equivalent professional level\* experience in accounting or auditing, two (2) years of which must have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's in Economics, Finance, or Business Administration with at least eighteen (18) college semester credit hours in accounting plus five (5)–years paid full-time or its part-time equivalent professional level\* experience as defined in (A) above, two (2) years of which must have been in a supervisory capacity\*\*.

\*Professional level accounting/auditing does not include account keeping, bookkeeping or other clerical financial recordkeeping activities.

\*\*Candidates who meet the minimum qualifications under section (B) must submit an official or student copy of a college transcript or an itemized list of course work and credits at the time of application.

**SPECIAL REQUIREMENTS:** If you are appointed you will be required to possess a valid license to operate a motor vehicle in New York State or demonstrate your capacity to meet the transportation need of the position.

Monroe County Civil Service Commission

**ADOPTED:** May 7, 2020

**REVISED:** September 3, 2020