

# Bernalillo Public School District

## Job Description



**Job Title: Comptroller**

**Reports To: Finance Director**

### **General Job Description:**

This position is responsible for the accounting activities of the district. Comptroller is responsible for all activities related to agency funds including but not limited to analysis, journal entries, auditing, reconciliation, processing, and system reviews. Prepares financial statements and budgets, processes data, and submits invoicing, RFRs, and reports.

### **Essential Duties and Responsibilities:**

- Knowledge of local, state and federal law, Public Education Department and Local School Board Policy;
- Oversee district bank accounts for transactions and initiation of bank transactions, including voided checks and Escheat Net;
- Prepares cash deposits as needed;
- Ensure that the district is compliant with grant accounting requirements and that submissions for reimbursement are timely and meet grant criteria;
- Reconciliation of district bank accounts on a monthly basis;
- Maintain and set up vendor files and Non-taxable Transaction Certificates (NTTC) online requests and files;
- Submits financial reports to the Director of Finance per Director request or PED requirement;
- Manage budgets and transfer entries in OBMS (state website) for entire district, including all funds;
- Manage budgets and transfer entries in Visions for both Operational and Activity accounts;
- Provide general guidance and technical support to school staff regarding accounting procedures and processes in accordance with state requirements;
- Ensure that internal controls are known and followed for all accounting procedures and activities;
- Prepare and manage the Request for Reimbursements in OBMS (state website) for all federal funds;
- Perform internal audits of school activity funds through EPES Software system (online application);
- Prepare analysis and reports for Superintendent and Board of Education;
- Maintain the chart of accounts in software system;
- Assist Finance Director with development of annual district budgets;
- Complies with state-approved New Mexico Administration Code of Ethical Responsibility of the Education Profession and the BPS Board Policy Staff Ethics and Conduct.
- Perform other tasks related to area of responsibilities as requested or assigned by the supervisor.

**Supervisory Responsibilities:** None

### **Qualifications:**

- Bachelors degree in Accounting or Business Management;
- Minimum of three years' experience in school district accounting;
- Advanced knowledge of Excel and Visions Accounting Software;
- Ability to pass a background check;
- New Mexico Public Education Department School Business license or ability to apply.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 50 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

My signature signifies that if selected for the position of **Comptroller**:

- I have received and reviewed the contents of the job description, and I am aware of the expectations of the position.
- The job description is meant as a guideline and, in the absence of specific direction, I understand that I must make reasonable decisions. I must act on those decisions to ensure student safety and that the District, school and department goals are met.
- I understand that I will be evaluated in accordance with the District's evaluation guidelines, and the job description will be included in the evaluation process.
- I am able to perform all the essential functions of the job

Without accommodations.

With accommodations (please specify below)

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*Signature of Employee*

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*Date*

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*Printed Name of Employee*