



Dr. Jay D. Badams  
*Superintendent of Schools*

Bea Habursky  
*Assistant Superintendent*

**Board of School Directors**

Robert S. Casillo

*President*

Edward M. Brzezinski

*Vice President*

Linda Aleksandrowicz

Robbie Fabrizi

John C. Harkins

Angela McNair

Frank Petrungrar, Jr.

Mary Frances Schenley

Thomas A. Spagel

Robin J. Smith

*Secretary*

**Position Title:** Controller

**Term of Employment:** 12 Month Position

**Location:** Administration Building

**Position Summary:** Under the direction of the Chief Financial Officer, the Controller is responsible for managing all accounting and purchasing functions. Primary responsibilities include supervision of the monthly close process, collection of accounts receivable, supervising accounts payable, monthly reporting to the School Board and all treasury administration. The Controller will also be part of a team that creates and implements policies and procedures to identify, resolve and document accounting issues in addition to creating procedures to make the close and reporting processes more efficient and accurate.

**Salary:** to be determined

**Reporting Relationship:** Chief Financial Officer

**Education/Experience:**

- A bachelor's degree in accounting
- At least 5 years of increasingly responsible professional experience, including 2 years of supervisory responsibility.
- Public accounting experience preferred

**Essential Skills:**

- Strong organizational and management skills
- A thorough understanding of generally accepted accounting principles (GAAP) and business processes
- Knowledge of rules and regulations pertaining to operations and industry best practices
- Excellent oral and written communication skills
- Proven interpersonal skills and the ability to develop and motivate staff
- Proficient in complex accounting systems and the ability to use technology in the area of financial management

**Essential Duties and Responsibilities:**

- Review and recordation of journal entries required to reflect the monthly activity
- Preparation of workpapers supporting the monthly close process and month end balances
- Review monthly accounting close process including analytical review of the monthly operating results to ensure accurate accounting records are maintained
- Preparation of monthly financial reports for School Board
- Preparation of monthly, quarterly, and annual payroll reports
- Perform cash projections to effectively manage cash balances and maximize the return on any excess cash balances

Erie's Public Schools

148 West 21<sup>st</sup> Street

Erie, PA 16502-2834

P: 814.874.6000

F: 814.874.6049

[www.eriesd.org](http://www.eriesd.org)

*An Equal Opportunity Employer*

- Supervision of purchasing and accounts payable processes in accordance with state regulations
- Assist with the preparation of annual budget
- Assist with year-end close process and preparation for audit
- Assist with the implementation of financial policies and procedures
- Implement, document and maintain adequate and effective internal controls
- Implement, document and maintain adequate and effective processes to improve the close and reporting cycles to ensure timely and accurate reporting
- Responsible for ensuring compliance with all applicable laws, rules, and regulations
- Supervise finance and purchasing staff to ensure accurate and timely production of all financial information
- Perform other related duties as assigned

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

### **Special Requirements:**

**Physical Demands:** Physical requirements are the same as those encountered in the course of a typical professional office environment.

**Work Environment:** School and office with frequent travel among schools, and various locations within the City of Erie. Occasional travel to relevant professional conferences and meetings outside of the District

**Evaluation:** Chief Financial Officer

**INTERESTED APPLICANTS SHOULD SUBMIT A LETTER OF INTEREST AND RESUME, NO LATER THAN 3:30 P.M. AUGUST 1, 2016, TO THE HUMAN RESOURCES DEPARTMENT, 148 WEST 21<sup>ST</sup> STREET, ERIE, PA 16502.**

**APPLICANTS NOT CURRENTLY EMPLOYED BY THE DISTRICT MUST HAVE A BACKGROUND CHECK AS REQUIRED BY STATE LAW ACT 34 EFFECTIVE 1/86, CHILD ABUSE HISTORY CLEARANCE EFFECTIVE 7/96 & ACT 114 F.B.I. FINGERPRINT.**

POST:	8:00 AM	JULY 22, 2016
REMOVE:	3:30 PM	AUGUST 7, 2016

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, SEX, HANDICAP OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIE SCHOOL DISTRICT, 148 WEST 21<sup>ST</sup> STREET, ERIE PA 16502, (814) 874-6080.