

CONTROLLER

(Board of Cooperative Educational Services)

DISTINGUISHING FEATURES OF THE CLASS: This is a professional business management position responsible for supervision, performance, management, and coordination of financial duties for a Board of Cooperative Educational Services (BOCES). Activities are performed under the general direction of the District Superintendent with leeway permitted for the exercised over subordinate employees assigned to school business functions. A Controller (BOCES) does related work as required.

TYPICAL WORK ACTIVITIES:

- Establishes accounting records and procedures to conform to district policy, state and federal requirements, and installs procedures for encumbrance, expense accounting, and distribution of revenues into proper fund accounts;
- Develops and supervises the maintenance and control of property classification and inventory systems for fixed assets and supplies;
- Supervises preparation and transmits periodic and special financial reports to appropriate federal and state authorities and as required by the Board or Superintendent;
- Prepares studies of financial transactions to provide cost analysis reports for the Board;
- Reviews and consolidates budget requests and revenue sources to prepare and develop the budget document;
- Evaluates the current or planned activities of BOCES and recommends to the Board those particular budget cuts or supplementary budget amounts which should be considered by them;
- Prepares long and short term financial plans for use by the Board;
- Develops data for bond sale prospectus and arranges for sale of bonds or Revenue Anticipation Notes;
- Provides fiscal, statistical, and business management information in support of state and federal grant applications for BOCES projects;
- Coordinates the preparation of a variety of financial and operational reports on various programs for federal and state agencies and the BOCES Board;
- Develops BOCES insurance programs and makes recommendations to the Board;
- Periodically audits insurance coverage against inventories, appraisals, liabilities, and replacement cost;
- Monitors insurance requirements to assure timely review, renewal, revision, or cancellation;
- Maintains a continuous internal auditing program for budgets and funds;
- Coordinates BOCES self-funded insurance programs;
- Advises component school districts concerning BOCES financial activities;
- Provides financial and other data for negotiating teams;
- Oversees school business management functions for participating component districts.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of business administration procedures; thorough knowledge of accounting methods and budgetary procedures; thorough knowledge of the techniques of monitoring expenditure of funds; good knowledge of the techniques of solving financial problems; good knowledge of debt and investment management; good knowledge of purchasing and inventory practices; good knowledge of the principles of cost analysis; ability to plan and coordinate the work of others; ability to identify and anticipate financial problems and needs; ability to readily acquire familiarity with laws, regulations, and policies; ability to identify and set priorities; ability to verbally explain and defend budgets; ability to interpret financial reports; skill in organizing and consolidating narrative and tabular information into a clear, logical, fiscal plan; demonstrated skill in communicating effectively both orally and in writing; skill in human and public relations; good judgement; thoroughness; dependability; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by 24 semester credit hours in accounting, business education, or business administration and three years of business administration experience which must include accounting and budgeting duties, one year of which shall have been in a supervisory capacity;

OR

- B. Graduation from a regionally accredited or New York State registered college or university with a Associate's degree in accounting or business administration and five years of business administration experience which must include accounting and budgeting duties, two years of which shall have been in a supervisory capacity;

OR

- C. Graduation from high school or possession of a high school equivalency diploma and seven years of business administration experience which must include accounting and budgeting duties, three years of which shall have been in a supervisory capacity;

OR

- D. An equivalent combination of training and experience as indicated in A, B, or C.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 2/19/92

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