

**District Controller****Duties and Authority**

The District Controller is responsible for all District operations related to budgeting, financing, building and grounds, purchasing and disposal of assets, pupil transportation, food service operations, and contracts. The District Controller develops comprehensive financial reports and projections that enable the Board of Education and Superintendent to engage in long-range financial planning, budgeting, and forecasting. The District Controller also prepares all financial reports, applications, and legal notices as required by the Board of Education, county, state, and federal agencies. The District Controller coordinates the execution of Intergovernmental Agreements, business, and service contracts. The District Controller also serves as the primary administrative designee of the Superintendent to respond to requests for information under the Freedom of Information Act (FOIA).

**Administrative Relationship**

The District Controller is employed by the Board of Education and reports to the Superintendent of Schools.

**Qualifications**

The District Controller must have experience and skills in managing and supervising the business and financial aspects of a public entity, and an understanding of long range financial and/or strategic planning. The District Controller must have a bachelor's degree in accounting, finance, business management, or a related field.

**Evaluation**

The Superintendent shall annually evaluate the District Controller and make employment and salary recommendations to the Board of Education.

**Compensation and Benefits**

The Board of Education and the District Controller shall enter into an employment agreement that conforms to Board policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for the District Controller. These recommendations will be presented to the Board no later than the June Board meeting.

**Terms of Employment**

The work year for the District Controller shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, the District Controller shall have vacation periods as approved by the Superintendent.

Adopted: 4/19/76

Revised: 2/22/10, 07/21/14; 07/18/16