CONTROLLER

QUALIFICATIONS:

I. Education/Certification: Bachelor's degree in Accounting or Business Administration, with an emphasis on accounting or equivalent work experience. Holds a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills:
a) Experience in computerized accounting systems, spreadsheets and word processing; b) Ability to understand financial accounting issues and perform complex financial calculations; c) Ability to work independently with a high degree of accuracy and organization; d) Must be team oriented with excellent interpersonal and communication skills; e) Must be willing to participate in ongoing in-service training as requested; f) Must maintain a high level of ethical behavior and confidentiality of information as required by law

III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned responsibilities

REPORTS TO:

School Department Business Manager

JOB GOAL:

To manage, oversee and coordinate the financial operations of both the town and school department. This position ensures accuracy, transparency, and compliance in all financial transactions, including auditing, payroll, while adhering to state and federal regulations.

PERFORMANCE RESPONSIBILITIES:

This position will have primary responsibilities for the reconciliation of general ledger and liabilities accounts, including but not limited to:

I. Bank account transactions and statements

II. Accounts receivable, not including taxes receivable

III. Health and dental statements to employee withholding accounts and expense accounts

IV. Expense and revenue subsidiary accounts to expense and revenue control accounts

V. Maintains the general ledger, and oversees all accounting transactions

VI. Maintains internal controls and accounting standards across both entitites

VII. Assists with payroll rates and contracts

VIII. Work with external auditors and provide documentation and explanations as required

IX. Other reconciliations as needed or assigned

PREPARES REPORTS, INCLUDING BUT NOT LIMITED TO:

I. Monthly expense and revenue reports to the town council, department directors, school business manager and town finance director

II. Monthly budget analysis: actuals compared to projected, and identifying potential under/over expenditures or revenue

III. Grant reports

IV. Audit reports which include, but is not limited to preparing draft reports, compiling requested samples, tracking questions on exceptions received by the auditors

EQUIPMENT USED:

Computer, printer, calculator, telephone, copy machine, fax machine, and other general office equipment.

WORKING CONDITIONS:

Mental demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing. Physical demands: sitting, standing, climbing stairs, lifting (up to 25 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating office equipment. Environmental conditions: inside, working around moving objects, working alone, willingness and ability to work with others, to share and cross-train in order to promote the concept of "teaming" and a "team approach" in order to meet the needs of the office.

TERMS OF EMPLOYMENT:

I. Eight (8) hours per day/260 days per year.

II. Compensation in accordance with recommendations established by the superintendent of schools and business manager.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The business manager will perform the evaluation. The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED:

October 12, 2021 (originally titled Accountant)

Revised:

June 10, 2025

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Word format

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