



**CEDAR VALLEY**  
CATHOLIC SCHOOLS

## **JOB DESCRIPTION**

**POSITION NAME:** CONTROLLER

**CLASSIFICATION:** EXEMPT

**REPORTS TO:**

CHIEF ADMINISTRATOR

BOARD OF EDUCATION

**EFFECTIVE DATE:** 08/01/2021

### **QUALIFICATIONS/PERSONAL CHARACTERISTICS:**

1. Minimum of a Bachelor's degree from an accredited college/university with appropriate course work in administration, public administration, finance, accounting, or related study or experience.
2. Demonstrated successful experience in business operations.
3. Self-starter with the ability to function at a high level with the spirit of cooperation and harmony in a Christian environment.
4. Leadership skills for business administration and community building.
5. Strong organizational, leadership, and communication skills.
6. Strong computer literacy skills; to include database and spreadsheet applications.
7. Strong analytical skills to develop and interpret financial forecasts, long and short range financial plans.
8. Promote positive public relations with internal and external publics.
9. Support and foster the Christian uniqueness of Catholic education.
10. Use Gospel values as the basis for decision-making.
11. Possess an ability to be flexible, adaptive, and cooperative.
12. Demonstrates aptitude for successful fulfillment of assigned responsibilities.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

#### **Business Office:**

Responsible to oversee and coordinate all financial matters within Cedar Valley Catholic Schools. To include:

1. Accounts receivable and payable.
2. Tuition collection through a program as well as those payable on annual and semi-annual payment plans.
3. Oversees and coordinates preparation of the annual budget.

4. Maintains all school inventories.
5. Provides monthly financial statements to the Chief Administrator, the Cedar Valley Catholic Schools Board and all building administrators.
6. Prepares annual and monthly reports of significant accounts, to include salaries, benefits, utilities, etc.
7. Administers the various insurance coverage plans affecting all schools.
8. Maintains files of all business contacts, and ensures that they serve the best interest of the system.
9. Oversees cash management, investments, and risk management.
10. Attend Cedar Valley Catholic School Board meetings as requested.
11. Serves as a member of the Finance Committee of the Cedar Valley Catholic School Board.
12. Oversees all financial transactions of the Advancement office.
13. Oversees all financial transactions for all endowments and trusts.
14. Construct financial model for all strategic planning recommendations.

**Facilities:**

1. Oversee and coordinate all financial aspects with regard to the maintenance and upkeep of all buildings.
2. Supervising the maintenance budget and communicate with the Cedar Valley Catholic Schools Board of Education with regard to current and future needs / projections.
3. Serve with the Archdiocesan office for Risk Management, the Cedar Valley Catholic Schools Board of Education, and building administrators to maintain a safe environment at all schools.

*The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SUPERVISES:**  
**BOOKKEEPER**