



Louisiana School

for Math, Science, and the Arts

above. beyond.

JOB DESCRIPTION

JOB OVERVIEW			
JOB TITLE	Comptroller and Business Manager		
JOB CODE		POSITION NUMBER	158218
EMPLOYMENT PERIOD	12-Month	SUPERVISORY POSITION?	NO
STATUS	Full-Time	CLASSIFIED OR UNCLASSIFIED	Unclassified
GENERAL DESCRIPTION	Develops, implements, and amends the school budget; manages financial operations; and participates in operations involving payroll, purchasing, accounts payable/receivable, audits, and agency accounts; prepares an annual report to the Louisiana Department of Education; assists the Director of Finance, Operations, and IT with the creation and reporting of performance indicators in LaGov budget		
OFFICE / DEPARTMENT/DIVISION	Finance & Operations	REPORTING SUPERVISOR (TITLE)	Director of Finance, Operations, and IT
		REPORTING DIRECTOR (TITLE)	Director of Finance, Operations, and IT

Educational & Professional Qualifications	Required • Bachelor's degree in accounting, business administration, public administration, or related field. • Minimum five (5) years of professional experience in governmental accounting or equivalent field. • Departmental and/or agency-level budget experience, including budget development. • Experience using computer programs involving accounting spreadsheets. Preferred • Master's degree in above-listed fields. • Ten (10) or more years of professional experience in governmental accounting.
Directly Supervises	N/A
Essential Functions	Budget (55%) • Responsible for the preparation of the school's annual operating budget request, working in concert with the Director of Finance, Operations, and IT. • Participate in meetings with state budget officials and the Commissioner of Administration as needed. • Participate in hearings before the House Appropriations Committee, the Senate Finance Committee, and the Joint Committee on the Budget as needed.

- Implement budget; analyze, monitor, and forecast expenditure, revenues, and receivables; review and implement budget revisions, journal vouchers, and other ledger documents.
- Consult with school administrators and department heads to ensure adjustments to the budget are made in accordance with program changes to facilitate long-term budget planning. Implement such changes upon approval of the Director of Finance, Operations, and IT, and the Executive Director.
- Prepare and present monthly budget reports to the Director of Finance, Operations, and IT, as well as the Executive Director, Deputy Executive Director, and others as needed.
- Conduct periodic budget reviews to identify errors, anomalies, and needed changes. Implement corrections and changes as directed by the Director of Finance, Operations, and IT, and the Executive Director.
- Create and monitor general ledger transactions, and work with office staff to perform monthly account reconciliations using existing State of Louisiana software programs and systems.
- Prepare approved journal vouchers and other general ledger documents.
- Review and approve expenditure requests within available funds and pursuant to Office of State Purchasing guidelines.
- Monitor grant funding, fiscal reporting, and grant purchasing compliance, and assist office staff in requesting reimbursement of grant funds.
- Monitor cash balances and assist office staff in reconciling bank statements for accounts held by financial and trust institutions authorized to perform business transactions with the school.
- Assist office staff in managing all aspects of school agency accounts for clubs and organizations through controls and interaction with students, faculty, staff, and vendors.

Reporting, Compliance, and Audits (10%)

- Work with office staff in preparing the Quarterly Receivables report and submit to OSRAP.
- Work with office staff to prepare the agency's Annual Financial Statement and other state reports as needed and submit them to OSRAP.
- Prepare annual MFP financial statements and submit them to the Department of Education.
- Participate in entrance and exit interviews with the Legislative Auditor.
- Work with office staff to prepare federal reports.
- Prepare all other reports as needed.

Policy and Planning (5%)

- Assist in the preparation of the Strategic Plan, Operational Plan, and Performance Indicator documents and reports.
- Assist in development and implementation of policies and procedures.
- Periodically review internal controls and suggest changes to ensure compliance with Legislative Auditor recommendations and prior findings.
- Work with office staff to manage all security access and security needs at the state level for all financial software and management systems within the Business Office relative to bank accounts.

	HR/Payroll (10%) • Work with HR Manager to maintain and manage all positions under position control. • Work with HR Manager to reconcile payroll and budget and to identify and correct anomalies. Business Management (10%) • Assist the Office Manager & Internal Operations Specialist with purchasing, payables, and other assigned duties requiring working knowledge of systems and procedures associated with such duties. • Assist the Office Manager & Internal Operations Specialist in reviewing and approving travel reimbursements as defined by the Office of State Purchasing and Travel. • Assist office staff in any other functions as needed. • Prepare monthly reports relative to the use of credit cards and submit them to the Director of Finance, Operations, and IT for approval. Other Duties as Assigned (10%) • Perform any other functions or duties assigned by the Director of Finance, Operations, and IT, Deputy Executive Director, or Executive Director		
Physical Requirements	☒ Able to sit ☒ Able to stand ☒ Able to bend, stretch, and reach	☒ Able to lift up to 20 lbs ☐ Able to lift up to 50 lbs ☐ Able to lift over 50 lbs	
Working Conditions & Environment	☐ This position requires working in temperatures above 100° F ☐ This position requires working in temperatures below 32° F ☒ This position requires you to work indoors in environmentally controlled conditions What percentage of the day requires you to work in hazardous or dangerous conditions 0%		

I have read and understand the above professional qualifications, education requirements, essential functions, physical requirements, and working conditions & environment details for the position in which I am assigned.

I can perform all functions of the position with or without reasonable accommodations.

I understand that my job functions may change on a temporary or regular basis according to the needs of my division/department without being specifically included in the job description.

I further understand that future performance evaluations and merit increases are based on my ability to perform the duties and responsibilities outlined in this job description.

Employee Printed Name			
Employee Signature		Date	
Director		Date	