

JOB DESCRIPTION

Comptroller

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7. Maintain budget units consistent with APSCN and local requirements.
8. Advise and assist the business manager in preparation of the annual budget.
9. Prepare and distribute financial report monthly.
10. Assist in applying for federal and/or state funds to be used in special programs and maintaining a necessary financial record if application is approved.
11. Assist auditors for compliance with required financial information and procedures.
12. Reconcile bank statements monthly.
13. Review monthly food service reports.
14. Serve as advisor to the business manager in all business and financial functions.
15. Other duties as assigned.

EQUIPMENT USED:

Computer, typewriter, printer, calculator, fax machine, copier and telephone system (if applicable)

WORKING CONDITIONS:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress; maintain a clear focus on customer service

Physical Demands:

Prolonged use of computer; repetitive hand motions

Date Adopted: September 28, 2010

Last Revised:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

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Comptroller

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Supervisor

Date