

<b>Job Classification:</b>	<b>Non-Certified</b>
<b>Position Title:</b>	<b>Executive Manager</b>
<b>Position Assignment:</b>	<b>Fiscal Controller</b>
<b>Work Calendar:</b>	Executive Calendar
<b>Exempt/Non-Exempt Designation</b>	Exempt
<b>Pay Schedule:</b>	Corporate Salary Schedule
<b>Pay Type:</b>	Salary
<b>Pay Method:</b>	Salary
<b>Benefit Structure:</b>	\$15,000 total employer contribution
<b>Reports To:</b>	Encore School Board

**Job Purpose:**

The Fiscal Controller is an onsite manager that works in collaboration with the third-party back office provider to oversees/control the day to day accounting, cash controls, purchasing/approval controls, and accounts payable/receivable to make sure that appropriate “best practices” and Encore’s Fiscal Policies & Procedures are followed and in place.

**Duties:**

- Planning, directing, and coordinating all on-site accounting and operational functions
- Managing the accumulation and consolidation of all financial data in the School’s accounting system necessary for an accurate accounting of consolidated results
- Coordinating activities of external auditors in relation to on-site fiscal activity
- Providing management with information vital to the decision-making process
- Managing the budget process in collaboration with the back office provider
- Assessing current accounting operations, offering recommendations for improvement, and implementing new processes
- Evaluating accounting and internal control systems
- Evaluating the effectiveness of accounting software and supporting database, as needed
- Developing and monitoring business performance metrics

**Skills/Qualifications:**

- Controller must have solid communication, technology, analytical and management skills.
- Candidates should possess knowledge of all aspects of generally accepted accounting principles (GAAP) and a working knowledge of the California School Accounting Manual (CSAM) and the Standardized Account Code Structure (SACS).
- Requires at least five years of relevant experience and a bachelor’s degree in accounting or finance.

*All job descriptions are meant as a guideline. Actual job duties can be revised with or without written notification and are subject to change.*