

Lakeland Joint School District #272

5506 N. Washington St.

Rathdrum, ID 83858

208-687-0431



**LJSD Vision: A community committed to academic excellence ...
dedicated to student success.**

Board Agenda Item **Request**

AGENDA ITEM: Add Controller Job Description

PURPOSE: Approve/Deny Controller Job Description

MEETING DATE: July 16, 2025

PREPARED BY: Jessica Grantham

INFORMATIONAL SUMMARY:

In collaboration with the former Superintendent, former Assistant Superintendent, and current Accounting Specialist, we are proposing an updated job description that more accurately reflects the scope of responsibilities of the current role. The revised title, Controller, aligns more closely with similar positions in neighboring school districts.

FINANCIAL CONSIDERATIONS:

There are no financial implications associated with the proposed job description.

RECOMMENDATION:

I recommend approval of the Controller job description and request that the current Accounting Specialist be formally recognized under the new title and corresponding responsibilities.



Lakeland Joint School District #272
15506 N. Washington Street,
Rathdrum, ID 83858

TITLE:

Controller

JOB SUMMARY:

Provides leadership and oversight of the financial operations of the Lakeland Joint School District. Ensures the District's financial integrity and supports strategic planning to maximize resources that benefit student learning. Collaborate with District and Building Administrators to ensure fiscal integrity, transparency, and accountability.

QUALIFICATIONS:

1. Post-high school training in business or accounting is preferred.
2. Must be eligible to be placed under a fidelity bond and/or personal bond
3. Experience in office procedures, accounting, and other business procedures
4. Proficiency in Word, Excel, Google Docs, databases, and accounting software
5. Demonstrated organizational, communication, and interpersonal skills
6. Maintain confidentiality of staff and students
7. Growth mindset
8. Models integrity, authenticity, and transparency

REPORTS TO:

Chief Finance & Operations Officer

PERFORMANCE RESPONSIBILITIES:

(not limited to, but may include)

1. Assist in the preparation of monthly, quarterly, and annual financial statements and reports in accordance with state, federal, and local regulations.
2. Assist in the development and monitoring of the district's annual budget.
3. Assist with annual fiscal audit by preparing and submitting year-end postings and accruals for fiscal year close out.
4. Maintain required internal controls and assist with the implementation of policies to safeguard district assets.
5. Monitor and report on the use of federal, state, and local grant funds including Title programs, IDEA, CTE, Carl Perkins, and other categorical funding.
6. Supervise accounts payable staff, and assist in the supervision, direction, and training of building Assistant Treasurers (Admin Assistants/Bookkeepers).
7. Oversight of monthly SBAA financial statements, accounting structures, credit card systems, sales tax reporting, transportation charges, and journal entries for all district school buildings, interscholastic activities, and Food Service.

Initial & Date _____

8. Offer financial training and support to district staff as needed for financial software, applications, and modules.
9. Maintain and reconcile the general ledger, and associated bank accounts, assuring that postings are made in conjunction with Governmental Accounting Practices.
10. Track, record, and deposit all revenue sources for the district, including state, federal, and local funds.
11. Assists in expense coding, approving requisitions, and employee expense reimbursements.
12. Invest district funds in appropriate State investment accounts to maximize interest earnings. Track and transfer funds as needed to meet monthly expenses.
13. Prepare and submit the annual transportation funding report and provide information/assistance for SDE transportation audits.
14. Complete and submit IRS Form 1099 to vendors and the IRS by the published deadline. Obtain the necessary W-9 forms as needed to facilitate the process.
15. Perform other duties as assigned.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will,” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

NOTE:

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Board Approval Date:

Last Revision:

Employee Name _____ Date _____

Employee Signature _____

Human Resources _____