

39 - Controller

To apply go to:

<http://albany.k12.or.us/departments/hr/jobs/39Controller.php>

District Office

233 day contract

Annual Salary Range: \$70,154 - \$77,455 (or dependent on experience)

Qualifications:


- Minimum possession of a bachelor's degree in accounting and two years professional accounting experience; or five years progressively responsible and diverse accounting experience and coursework; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.
- Must have experience with and be knowledgeable about generally accepted accounting principles and local budget law.
- Ability to develop and communicate complex financial information for a variety of users.
- Must be proficient with complex Excel functions and manage the District's financial systems software and supporting computer systems.
- Ability to supervise and manage the business office staff to ensure quality and accuracy in the areas of payroll, accounts payable, and benefits management.
- Excellent written and oral communication skills.
- Ability to provide excellent customer service.
- Leadership style that is collaborative and builds a culture of professionalism.

Application Process

All applicants **must** submit a **completed application**, which consists of:

- A current non-licensed administrative application
- Letter of interest
- Resume
- Letters of recommendation.
- A written memorandum to Superintendent Maria Delapoer explaining how your knowledge, skills and abilities qualify you for the Controller position with Greater Albany Public Schools.
- Job Description for Controller

To apply for a Non-Licensed Administrative position, you may download an application to fill out and submit:

 [Non-Licensed Administrative \(124K PDF\)](#)

[Controller Job Description](#)

Current employees may request employee evaluations be copied from their personnel file. Personnel files will not be removed from the district office.

* Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Human Resources Department at (541) 967-4501 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Telecommunication Relay Service at 800-735-2900.

Application Deadline

- **Interested applicants** may apply through April 2, 2010.
- Screening and hiring will be completed as soon as possible.
- Position to begin July 1, 2010.

Equal Opportunity Employer, Drug and Tobacco Free Environment.

Greater Albany Public Schools
718 SW 7th Avenue
Albany, OR 97321

Thank you for your interest in Albany Public Schools.