

**DODGELAND SCHOOL DISTRICT
401 SOUTH WESTERN AVENUE, JUNEAU, WI 53039
920-386-4404**

**VACANCY NOTICE
AUGUST 26, 2025**

Position: **COMPTROLLER**

Duties: Control the fiscal operations of the District by assisting in the administration of the business affairs of the District in such a way as to provide the best possible educational services as available financial resources will allow; help the other office staff as needed; interface pleasantly with other staff and the public in all aspects of the position.

Minimum Qualifications:

1. 2-year Associate Degree or equivalent experience in Business & Finance
2. Computer training and background
3. Good human relations skills

Annual Salary: Dependent on experience and certification / \$50,000 - \$70,000

Beginning Date: As soon as possible

Application Deadline: September 15, 2025

Application Procedure: Send cover letter, resume, and completed district application to:

Dodgeland School District
ATTN: Todd Greco, District Administrator
401 South Western Avenue, Juneau, WI 53039
e: greco@dodgeland.k12.wi.us
p: 920-386-4404 ext. 1002 f: 920-386-4498

**JOB DESCRIPTION
DODGELAND SCHOOL DISTRICT**

TITLE: Comptroller

QUALIFICATIONS: Minimum – 2-year Associate Degree or equivalent experience in Business & Finance; previous related experience; computer training and background; good human relations skills.

REPORTS TO: District Administrator

POSITION GOALS: Control the fiscal operations of the District by assisting in the administration of the business affairs of the District in such a way as to provide the best possible educational services as available financial resources will allow; provide what clerical services the normal routine of the position require; help the other office staff as needed; and interface pleasantly with other staff and the public in all aspects of the position.

PERFORMANCE RESPONSIBILITIES:

General Duties

Ensure that all books and records pertaining to District fiscal operations are properly maintained in accordance with Department of Public Instruction standards, the annual certified public accountant (CPA) audit requirements, and Board of Education and Administrative policies.

Work closely with the District Administrator on all matters pertaining to the fiscal and business management of the District.

Be informed of continuing developments and required changes in office and fiscal management.

Monthly Duties

Handle continuous duties pertaining to the District's bookkeeping.

Write receipts and bank the District's money.

Keep a running account of the bank balances.

File Food Service claims.

Prepare for payment of invoices, utility bills, payroll liabilities, etc., after verifying the terms and accuracy.

Prepare necessary reports and books for annual audit.

Maintain filing system for District Office financial records.

Perform the usual office routines and practices associated with a busy yet productive and smoothly run office.

Welcome visitors and arrange for their comfort and screen unexpected callers as instructed.

Participate in any in-service training as required by the District.

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Maintain a high level of ethical behavior and confidentiality.

Balance credit card statements.

Maintain W9 file.

Verify all workshop requests.

Prepare manual checks as needed.

Maintain District bookkeeping accounts and balance out.

Prepare a budget status report.

Reconcile bank statements.

Provide figures necessary to complete various reports and submit those same reports, such as hot lunch, breakfast, Title I, etc.

Act as payroll officer for the District and input time-off information for personnel.

Produce in a timely manner necessary reports and billing for fringe benefits and employee state and federal deductions.

Participate in contract negotiations as warranted.

Process staff contracts, making necessary adjustments throughout the year.

Provide orientation regarding benefits and contract issues.

Attend Board of Education meetings and other meetings as the District Administrator designates.

Manage and track inventories and capital assets.

Answer questions relative to insurance, contracts, reports, etc.

Assist building administrative assistants with their activity account operations and balancing. (SBAA)

Annual Duties

Close the books for the annual CPA audit and assist auditors as needed.

Assist the District Administrator in calculating the budget and in preparing the annual meeting report booklet.

Assist in providing contract information for calculating various individual contracts for District employees.

Assist in preparing tax levy information and levy forms to be sent to municipalities.

Prepare and distribute W-2 forms to employees.

Prepare and distribute 1095C (ACA) forms.

Ensure that a log is maintained of sick and other leaves used by District employees and prepare annual report showing the number of sick days used and accumulated sick leave days remaining.

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Prepare and submit annual DPI Reports, such as Annual Report, Budget Report, Fall Staff Report, Transportation Report, School Calendar Report, etc.

Prepare all reports and forms pertaining to federal and state withholding and social security, auditor reports, teacher retirement reports, etc.

Complete OSHA reporting.

Complete Medicaid reporting.

Complete Worker's Compensation reporting.

Assist in any employee verifications.

Address all State of Wisconsin unemployment matters.

Manage online Amazon account.

Maintain proper records and reconciliations of all bank accounts for all funds.

Serve as a positive role model.

The District Administrator has the authority to assign additional duties and responsibilities as necessary within the scope of the employment position.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 – Drug-Free Workplace throughout his/her employment in the District.