

JOB DESCRIPTION



CONTROLLER

(Exempt/Management Position)

DEFINITION

Under general direction of the Finance Director or designee, plans, organizes and manages the general accounting, reporting, and audit functions of the Finance Department; performs professional level accounting work including: analyzing a variety of financial operations, accounting systems, policies and procedures; performs complex accounting, budgeting, and/or auditing functions and issues reports of findings; prepares monthly, quarterly, and year-end procedures; prepares financial statements including statistical sections in the Comprehensive Annual Financial Report (CAFR); plans, assigns and supervises the work of subordinates performing general accounting and reporting, banking, and audit functions; performs related work as assigned.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Lead a comprehensive accounting and reporting program, including management and supervision of assigned department team members. (E,M)
- Provide the highest level of customer service to City departments, City Manager, City Council, and the community; (E)
- Foster and maintain positive, productive working relationships with team members, departments, vendors, and activities in the City; (E)
- Manage general accounting, managerial, and financial reporting; (E,M)
- Develop and manage assigned divisional budgets, including the establishment of goals, objectives, and priorities; (E)
- Manage and maintain the City's general ledger, including ensuring record-keeping accuracy and adequate internal controls; (E,M)
- Manage the preparation, analysis, and issuance of various financial statements, schedules and reports, including, but not limited to, the City's annual budget, Comprehensive Annual Financial Report (CAFR), State Controller Reports, Redevelopment Successor Agency ROPS reports; (E)
- Review proposed budget amendments for compliance with City budget policies and procedures. (E-M)
- Develop and administer accounting and budget control systems to comply with new accounting procedures, laws, ordinances, regulations, best practices, and generally accepted accounting principles (GAAP); (E)
- Perform financial analysis and/or provide data at the request of the Director of Finance, the City Manager, or Department Directors; (E-M)
- Supervise and monitor special program accounts including water and sewer, grant programs, intra-governmental fund and insurance accounts; (E)
- Manage and perform selection, training and evaluation of Finance Department team members in coordination with the Finance Director or designee. Areas include, but are not limited to, budget, managerial, and financial reporting; banking, payroll, accounts payable, general accounting and auditing; (E-M)
- Responsible for meeting deadlines such as regular reporting, bank reconciliation, year-end close, and budget deadlines; (E-M)
- Manage the external, independent, annual financial audit process and fiscal year review; (E)
- Research and compile data to comply with financial reporting compliance and integrity of the organization's systems and records; files appropriate reports with local, state and federal agencies; (E-M)
- Maximize the effectiveness of the City's Enterprise Resources Planning (ERP) system and actively explore and implement, if determined advantageous, other best practices in accounting, budgeting, managerial and financial reporting, asset management, banking and finance, and internal control management; (E)

- Perform or assist program/grant managers/departments in grant financial management. Coordinates with other grant management team members to assure required information is available to the City auditors as part of the annual financial audit.
- Respond to requests for information from and advise City departments, governmental agencies and the public of City accounting policies; (E)
- Prepare written reports to other City Departments, City Council and outside agencies; make oral presentations at City Council and other public meetings, as required; (E)
- Other duties and projects as assigned.

QUALIFICATIONS

Knowledge Of:

- Best principles and practices of leadership, supervision, financial services (accounts payable, payroll, accounts receivable, etc.), accounting, auditing, and budgeting in a governmental/municipal organization.
- Generally accepted accounting principles (GAAP) for governmental agencies, including those promulgated by the Governmental Accounting Standards Board.
- Best practices in managerial accounting and budgeting.
- Day-to-day operations of, and best practices in, accounts payable, payroll, general accounting, budget development and management, and enterprise resources planning (ERP) systems.
- Generally accepted governmental auditing standards.
- Grant accounting and financial management.
- Effective conflict resolution strategies and techniques.
- Methods and techniques of research, statistical analysis and report presentation.
- Ordinances, resolutions and statutes affecting municipal financial operations.
- Principles of computerized accounting and information systems.
- Spreadsheet and word processing software.
- Local area networks and wide area networks.
- Modern office practices, procedures, equipment and standard clerical techniques as applied to municipal accounting.

Ability To:

- Provide positive, supportive, effective leadership to, and management of, the team members and their work assigned to the City's accounting, budget management, and financial services program, including accounts payable and payroll.
- Plan, organize, schedule, assign, review, and evaluate the work of team members.
- Analyze and interpret financial and accounting records and data.
- Find innovative and effective solutions to problems and issues.
- Develop and maintain accounting and control procedures.
- Lead, supervise, evaluate, train, support, and motivate assigned team members.
- Document policy and procedures established to implement generally accepted accounting principles.
- Prepare a variety of financial statements, reports and analyses, including a balance sheet, statement of activities, and cash flow.
- Interpret and make operating and personnel decisions in accordance with laws, regulations and policies.
- Identify changes in policies or procedures which will promote efficiency and effectiveness.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative and effective working relations with those contacted in the course of work, including other team members and the public.
- Use and operate computer and financial system which requires manual dexterity, develop and understand spreadsheets, and prepare PowerPoint presentations. Microsoft Excel and Microsoft Office experience preferable.
- Sit and work on computer system for long periods of time.

- Lift up to 40 pounds.
- Work evenings, weekends, and attend night meetings, as required.

Education and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience – five years of experience of an increasingly responsible nature in governmental accounting, financial services (i.e. accounts payable, receivable, payroll, and procurement), budget development and management, or auditing work, including two years in a supervisory capacity, to obtain the knowledge and abilities listed above.

Education – equivalent to a Bachelor’s Degree from an accredited college or university with major course work in accounting, business or public administration, or a closely related field. A master’s degree in accounting, public administration, business administration, or a related field is preferred and may substitute for two years of experience. Possessing one or more of the following licenses/credentials/certifications is also preferred:

- Certified Public Accountant (CPA)
- Certified Management Accountant (CMA)
- Chartered Global Management Accountant (CGMA)
- Certified Government Financial Manager (CGFM)
- Certified Public Finance Officer (CPFO)

Necessary Special Requirement:

Possession of a valid Class C California Driver’s License.

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