

JOB DESCRIPTION



FINANCE CONTROLLER (Exempt/Management Position)

DEFINITION

Under general direction of the Finance Director, plans, organizes and supervises the financial accounting and reporting functions within the Billing and Collection Division of the Finance Department; performs professional level auditing work including: analyzing a variety of financial operations, accounting systems, policies and procedures; performs complex accounting and/or auditing functions and issues reports of findings; serves as budget analyst and coordinates preparation of the City budgets; coordinates and participates in budget presentations to Ukiah Valley Sanitation District staff; prepares financial statements; plans, assigns and reviews the work of subordinates performing billing, cashier, customer service 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)**

- Performs audits, reconciliations and appraisals of the billing and collection systems, accounts, funds, records and related activities to ensure accuracy and that adequate internal control, sufficient security, and auditability are present. (E,M)
- Supervises and participates in the preparation and analysis of various financial statements, schedules and reports; (E)
- Coordinates preparation of the City budgets, meets with departments to understand their requests, makes recommendations to the City Manager for budget additions and deletions, and assembles the budget document for presentation and distribution. (E-M)
- Reviews proposed budget amendments for compliance with City budget policies and procedures. (E-M)
- Develops and administers accounting and budget control systems to comply with new accounting procedures, laws, ordinances and regulations; (E)
- Performs financial analysis and/or provides data at the request of the Director of Finance, the City Manager, or Department Directors; analyzes the results of billing and collections for expected results; (E-M)
- Answer difficult and complex customer inquiries and complaints over the phone and in person using independent judgment to correct, resolve and report situations. (E-M)
- Supervises and monitors special program accounts including water and sewer, grant programs, intra-governmental fund and insurance accounts; (E)
- Supervises and performs selection, training and evaluation of finance department personnel responsible for customer service, billing, cash receiving, collections, and miscellaneous accounts receivable functions. (E-M)
- Assists external auditors in fiscal year review; (E)
- Researches and compiles 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)
- Prepares reporting of grant activities and program income earnings and expenditures. Coordinates with other grant management staff to assure required information is available to the City auditors as part of the annual financial audit. (E)
- Developed and monitors recurring reporting processes for notifying the Ukiah Valley Sanitation District of delinquent accounts and account transfers in the sewer enterprise (E).
- Monitors and coordinates the Identity Theft Prevention Program for the Utilities Department (E).
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- Responds to requests for information and advises City departments, governmental agencies and the public of City accounting policies; (E)
- Prepares written reports to other City Departments, City Council and outside agencies; Makes oral

- presentations at City Council and other public meetings, as required; (E)
- Monitors proper compliance with contractual agreements; (E)
- Other duties and projects as assigned.

QUALIFICATIONS

Knowledge Of:

- Principles and practices of supervision, municipal accounting, auditing and budgeting.
- Generally accepted accounting principals issued by the Governmental Accounting Standards Board.
- Generally accepted auditing standards.
- Grant accounting.
- Methods and techniques of research, statistical analysis and report presentation.
- Ordinances, resolutions and laws 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:

- Analyze and interpret financial and accounting records and data.
- Develop and maintain accounting and control procedures.
- Supervise, evaluate and train assigned staff.
- Document policy and procedures established to implement generally accepted accounting principals.
- Prepare a variety of financial statements, reports and analyses.
- 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 employees and the public.
- Use and operate computer and financial system which requires manual dexterity, and develop and understand spreadsheets. Microsoft Excel 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 – Sufficient experience of an increasingly responsible nature in governmental accounting 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.

Necessary Special Requirement:

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

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Reclass Bullet Points that may not be included in above revisions:

Assumed role of Budget Officer when the Budget Officer/Risk Manager position was eliminated in 2009. Was given a two step increase, six months from the prior step increase date (step C to step E). No step increases since then. Would have attained the same pay level, without any additional duties, in October 2010.

Assumed greater responsibility for grant reporting that was previously contracted with the Community Development Commission

Designed, implemented and manages the Red Flag identity theft prevention program when it became a required activity.

Developed and implemented procedures to compute three month averaging for UVSD sewer customers to determine their monthly sewer bills when the UVSD adopted a policy that was different from the policy of the City and which the software could not automatically compute.

Developed and implemented a recurring reporting process for notifying the UVSD of delinquent accounts.

Developed and implemented a recurring reporting process for notifying the UVSD of transfers between accounts in the sewer enterprise.

Assumed direct supervisory responsibility for the billing staff when the Revenue Manager position was left unfilled. (seven direct reports instead of three)

Assumed responsibility for statistical analysis of billing & collection activities when the Revenue Manager position was left unfilled.

Increased time devoted to answering difficult and complex customer inquiries and complaints as a result of the Revenue Manager position being unfilled.

Additional Information for ASR:

Controller Position originally hired in March 2008.

Risk Manager/Budget Officer eliminated 2/6/2009

Revenue Manager position adopted in budget June 2010, with two unsuccessful recruitments. Eliminated from budget in FY2011-12.