



DATE	July 2022
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Controller

DEPARTMENT/DIVISION: Finance

REPORTS TO: Finance Director

SUMMARY: Under general administration of the Director of Finance, manage all accounting, payable and payroll functions. Oversees the Annual Comprehensive Financial Report (ACFR) program. Responsible for the implementation of new financial standards. Coordinates and works with the Division of Budget on budget-related matters and Finance Administration on debt and cash related matters. Work with City Management Staff to ensure proper recording of transactions.

ESSENTIAL JOB FUNCTIONS:

- Develops the Annual Comprehensive Financial Report (ACFR) and the Report of Federal Awards in compliance with GASB, GAAP, Federal and GFOA requirements.
- Prepares the ACFR to a standard that obtains the Certificate of Achievement for Excellence in Financial Reporting from GFOA.
- Ensures that accounting activities are conducted and reporting in accordance with Generally Accepted Accounting Principles (GAAP), GASB and Federal requirements.
- Develops methods of recording financial information for the implementation of new financial reporting standards.
- Acts as a liaison with the external auditors and Federal and State agency auditors in the examination of the City's financial records and directs staff in the timely completion of accurate schedules and work papers.
- Ensures compliance with financial reporting requirements of external Federal and State agencies (e.g., sales taxes, payroll taxes, etc.).
- Administers, manages, plans and directs the activities of the Accounting Division and the assigned staff, evaluates work performance of assigned staff, provides technical and leadership training to staff and resolves personnel issues.
- Responsible for implementing and maintaining financial software and ledgers to accurately and timely track the financial transactions of the City including all receipts, expenditures and allocations.
- Assists in the interpretation of City policies, department specific guidelines/policies, and/or ordinances for internal and external customers.
- Identifies and Coordinates training for city staff.

- Performs other duties as assigned.

SUPERVISOR/BUDGET RESPONSIBILITIES:

- Responsible for Supervising the budget for the Division of Accounting and Supervising Senior Accountants and their subordinates.
- Responsible for development and use of the Accounting Division's operational budget.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Standards;
- Knowledge of methods for the preparation and develop of the Annual Comprehensive Financial Report (ACFR).
- Knowledge of accounts receivable, accounts payable, financial reporting, complex general ledger systems and governmental accounting.
- Skilled in oral and written communications
- Skilled in tracking, monitoring and reviewing payroll calculations and related reports.
- Skilled in managing and reconciling the City's bank and investment accounts.
- Skilled in interpreting and applying Federal and State requirements to financial policies, procedures and operations.
- Ability to maintain professionalism in various situations.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting or Business Administration with a concentration in Accounting
- Seven years of progressively responsible experience in Governmental Accounting with at least three years in a supervisory capacity. Corporate experience may substitute for Governmental Accounting if the experience includes preparing corporatewide financial statements.
- A Master of Accountancy or a Master of Business Administration may substitute for one year of professional experience.

PREFERENCES:

- Certified Public Accountant, Certified Government Financial Manager, Certified Government Financial Officer.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.