

CONTROLLER

DEFINITION

To plan, organize, direct and coordinate the activities of the Accounting Division within the Finance Department including financial reporting and related audits, accounts payable/receivable, and payroll functions; to administer and monitor staff for Mello-Roos Community Facility Districts and Lighting and Landscape Districts; to coordinate accounting activities with other divisions and departments; and to provide highly complex staff assistance to the Finance Director and the Chief Financial Officer.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the Finance Director.

Exercises direct supervision over the Accounting Supervisor and assigned professional and technical staff; may exercise technical and functional supervision over support staff as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Oversee the accounting functions and ensure proper accounting treatment with Generally Accepted Accounting Principles (GAAP) and the Government Accounting Standards Board (GASB).

Establish and maintain financial policies to ensure proper treatment and consistency.

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct accounting activities including financial reporting systems, audits, accounts payable/receivable, payroll, grants, fixed asset, and bond financing and monitoring activities.

Direct, oversee and participate in the development of the Accounting Division work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare the Accounting Division budget; administer approved budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, supplies, and services for the department and City;.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Develop, monitor, and review complex financial calculations, reconciliations, and reports of the City's financial data.

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Ensure that internal controls are proper and operate efficiently, and suggest improvements to internal controls as processes change.

Oversee and manage the City's accounting operations including financial record keeping and reporting methods, control systems, and related internal and external audits; manage and coordinate the City's financial reporting, including the Comprehensive Annual Financial Reports (CAFR); coordinate the preparation and maintenance of the City's accounting structure and chart of accounts.

Manage the Accounting Division expectations for year-end close and complete all detailed schedules and information to ensure the external audit is completed accurately and on schedule.

Oversee accounts payable/receivable and payroll activities to ensure accuracy and integrity of methods and operations.

Review and analyze Community Facility District and City bond structures, including procedures for issuance and re-payment; determine future value/cost of money and indebtedness and make related recommendations; oversee bond activities and required disclosures; provide cash management support and guidance.

Participate in and oversee City-wide enterprise resources planning system; manage and implement upgrades to the system. Participate in the implementation of new systems and make decisions to the proper accounting treatment of secondary systems.

Ensure the financial processes and procedures are efficient and effective and suggest improvements when necessary.

Serve as liaison to City departments regarding complex financial and accounting issues.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Generally Accepted Accounting Principles and Government Accounting Standards Board principles related to governmental finance and related internal control.

Uses and applications of enterprise resource planning software and secondary software systems.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and implement Accounting Division activities related to financial reporting requirements.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations, codes and covenants; observe performance and evaluate staff; problem-solve department related issues; follow various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Ensure accuracy of and conformance to accepted accounting and legal reporting standards.

Perform the most complex work of the department.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in governmental accounting administration or auditing, including two years of supervisory responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, or a related field. A Master's degree in Accounting or Business Administration is highly desirable

License or Certificate

Possession of an active Certified Public Accountant (CPA) license and the ability to obtain a California CPA license within six months of date of appointment

Possession of a valid California driver's license.

10-08-16	Controller
08-25-12	
12-10-98	
01-05-95	
07-01-94	Accounting Manager
10 01 88	Supervising Accountant
01 14 88	
07 01 79	
10 30 73	
07 00 67	
65	
64	Accountant