

CLASS TITLE: CONTROLLER

PURPOSE OF THE CLASSIFICATION: Under administrative direction performs responsible administrative and supervisory work in managing all phases of the accounting and auditing operations for the City government, and other related assigned duties.

ESSENTIAL TASKS:

- Attends City Council meetings and provides pertinent information and financial data as requested
- Plans and supervises the work of employees engaged in general accounting, fund accounting and auditing functions
- Processes payments to City contractors and suppliers
- Processes employee and pensioners payroll
- Prepares interim financial statements
- Prepares and reviews departmental reports for conformance to prescribed format and content
- Develops methods, procedures, and guidelines for financial accounting of federal grants
- Assures that federal and state reporting conforms to appropriate requirements
- Monitors the processing, recording, and execution of contracts and performance bonds
- Reviews and analyzes internal control structures
- Investigates and resolves accounting problems, and recommends and implements corrective measures to prevent recurrence of these problems
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting, and nine (9) years of progressively responsible experience in public finance administration, accounting, and auditing; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of modern principles and practices in municipal finance administration with particular reference to budgeting, accounting, and auditing; considerable knowledge of the functions, organization, staffing, and operating procedures of municipal government; good knowledge of charter provisions, ordinances, and state laws governing the financial administration of the City government; and good knowledge of data processing application and use potential. Ability to develop sound accounting systems and procedures; ability to plan, assign, and supervise the work of technical and clerical subordinates; ability to prepare financial statements; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to walking, standing, sitting, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a Certified Public Accountant (CPA) certificate.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1081

EEO Code: E-01

Pay Code: EX-56

Group: Fiscal

Series: Financial Management

Effective date: January 20, 2004