

CLASS TITLE: ASSISTANT CONTROLLER/INTERNAL CONTROLS

PURPOSE OF THE CLASSIFICATION: Under general supervision performs managerial oversight of responsible accounting and supervisory work managing the evaluation of Finance's internal control functions, ensuring financial reporting in accordance with Generally Accepted Accounting Principles (GAAP) and applicable Government Finance Officers Association (GFOA) guidelines and other related assigned duties.

ESSENTIAL TASKS:

- Supervises one or more sections in the accounting division of the Finance Department
- Reviews the work of subordinate staff and fund accountants to ensure preparation of monthly, quarterly and annual financial reports and operating statements in accordance with GAAP
- Reviews Finance's existing internal controls and identifies, develops and implements approved process improvement functions within Finance
- Manages overall process and actively assists in the preparation of the City's Comprehensive Annual Financial Report
- Keeps abreast of new, proposed and impending funds, component units, joint ventures or other reporting entities impacting the City's financial reporting and develops and implements approved policies, procedures and internal controls to ensure financial statements and required schedules conform with GAAP
- Researches pronouncements of the Government Accounting Standards Board, guidelines published by the GFOA and other authoritative sources and prepares recommendations to management for implementation of new pronouncements and guidelines
- Plans and coordinates external audits, develops strategies for recommended corrective action plans and implements and ensures the effectiveness of the plans selected by management
- Coordinates development of recommended corrective action plans resulting from internal audit findings and implements and ensures the effectiveness of the plans selected by management
- Performs other projects and fund assignments as needed
- Presents financial reports to City Council, Audit Committee and to various Authority Boards
- 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 (master's degree preferred) and eight (8) or more years of progressively responsible governmental accounting and auditing experience in evaluating and strengthening internal controls with proven and successful supervisory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of governmental accounting; considerable knowledge of the principles, practices and methods of accounting with particular reference to cost analysis and governmental accounting; considerable knowledge of current office management procedures, practices and equipment as applied to accounting operations; considerable knowledge of auditing procedures and practices; considerable knowledge of all basic business functions; and good knowledge of automated accounting systems. Ability to analyze and interpret financial data and to prepare accurate and complete financial statements and reports; ability to work independently without direction; ability to focus on the detail while grasping the wider concepts; ability to demonstrate excellent interpersonal and communication skills, including writing reports, business correspondence, procedural manuals and effectively presents information and responds to questions from managers, clients, customers and the general public; ability to plan and manage the work of professional employees; ability to demonstrate attention to detail and impeccable organizational skills; 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; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, bending and handling; 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: 1088

EEO Code: E-01

Pay Code: EX-52

Group: Fiscal

Series: Financial Management

Effective date: March 17, 2010