

CONTROLLER

DEFINITION

Under general direction, is responsible for management, coordination, and control of all City financial and fiscal activities, internal controls, and financial systems; performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Work in this class is characterized by full management responsibility for all aspects of City financial and accounting service functions.

EXAMPLES OF DUTIES

1. Plans, coordinates and controls all fiscal functions and services.
2. Develops and implements comprehensive financial and accounting services, programs, functions, and activities.
3. Plans, organizes, coordinates, and manages all work related to the City's financial and accounting services and operations, including accounts payable, accounts receivable, payroll, purchasing, general ledger, auditing, treasury management, asset management, debt service administration, and financial reporting.
4. Manages financial planning programs and projects including revenue forecasting and expenditure control.
5. Provides staff support to, and works with, the City's elected City Treasurer to manage the investment portfolio of the City and oversee treasury/cash management functions.
6. Ensures provision of an effective system of internal controls and audits; provides staff support to, and works with the City's elected City Auditor to oversee the comprehensive independent audit of all City funds, including those of its component units.
7. Coordinates and controls the preparation, review and analysis of financial reports and statements including the City's Annual Certified Financial Report (ACFR); ensures that financial statements are prepared on a timely basis in accordance with Generally Accepted Accounting Principles (GAAP), and the Governmental Accounting Standards Board (GASB), and related governmental accounting regulations; prepares financial reports for the City Manager and the City Council to summarize performance and future financial plans for the City.
8. Evaluates and recommends changes to fiscal controls and fiscal policies to ensure efficiency and maintain compliance with administrative and legal restrictions and requirements.
9. Manages maintenance of all general ledger funds and account groups, including preparation of journal entries and year-end closing activities.
10. Assesses the performance and functionality of the City's automated financial systems; prioritizes and directs financial system development, implementation and enhancement.
11. Coordinates performance of complex advanced accounting and financial analysis; prepares and presents studies, analyses, and reports; provides financial expertise.
12. Coordinates activities with other departments and agencies; provides information and assistance regarding financial matters, policies and procedures.
13. Develops goals, objectives, policies, procedures, and standards; determines priorities, staff assignments and work methods.
14. Functions as acting department head as required.
15. Supervises, trains and evaluates assigned staff.

Other Duties:

1. Performs other related duties as required.

WORKING CONDITIONS:

- Work is typically performed in a standard office environment with frequent use of computers and other office equipment.
- The position may require attendance at evening or weekend meetings, including City Council or committee sessions.
- Occasional travel may be required to attend off-site meetings, training sessions, or conferences.
- The work environment involves minimal exposure to safety hazards or physical risks.

PHYSICAL DEMANDS:

- Ability to sit for extended periods while working at a computer or attending meetings.
- Dexterity of hands and fingers to operate office equipment, including computers, phones, and calculators.
- Occasional walking, standing, bending, and reaching.
- Ability to lift and carry materials and documents weighing up to 25 pounds.
- Vision and hearing within normal ranges, with or without correction, to perform essential job functions.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited college or university with major course work in accounting, financial management, economics, business administration or related field.

Experience: Eight years of broad management and supervisory experience in accounting and financial management, preferably in a public agency or governmental setting.

Knowledge

Knowledge of principles and practices of public sector financial management and administration, general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting; principles and practices of cost accounting, internal control and audit procedures and practices; principles and practices of municipal budgeting; practices and methods of public agency financing; municipal government functions and associated financial management issues; principles and practices of information services particularly related to the processing of accounting and financial information; applicable federal, state and local laws and regulations.

Ability

Ability to effectively manage, coordinate and control all financial and fiscal activities, internal controls and financial systems; develop and implement comprehensive accounting services, programs, functions and activities; manage financial planning programs and projects; manage the City's investment portfolio and Treasury/Cash Management functions; manage internal controls, conduct internal audits, and oversee comprehensive independent auditing; develop and implement improved financial management systems and procedures; plan, coordinate and direct assigned staff, activities, projects and programs; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; interpret and apply relevant state, federal and local laws and regulations; interpret and explain complex governmental regulations, policies and procedures; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; prepare complex technical studies and reports; set priorities, meet deadlines, and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, public officials, other departments and agencies, vendors and the general public; and supervise, train and evaluate assigned staff.

Other Requirements

Current and continued licensure by the California Board of Accountancy as a Certified Public Accountant is desired.

May require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.