

CLASS SPECIFICATION
Controller

FLSA Status: Exempt
Union Representation: Nonrepresented/Incumbents hired after January 4, 2008 are exempt from Civil Service (Ordinance 181459)

GENERAL PURPOSE

Under direction of the Chief Financial Officer plans, organizes and manages the activities of the City's Accounting Division to identify, track and report the financial condition and results of City operations; performs complex and difficult financial accounting analyses; develops, recommends and enforces accounting policies and practices, procedures and rules for all transactions and reporting; serves as the final authority for interpretations of City accounting and financial reporting policies and practices; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-incumbent position is responsible for managing and directing the activities of the City's Accounting Division. The incumbent manages and directs the activities of a large staff responsible for performing centralized and decentralized professional accounting operations and reporting for all City financial transactions, activities and funds. Work is broad in scope and involves significant accountability and decision-making responsibility, and includes responsibility for establishing and enforcing Citywide accounting and financial reporting policies and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned division; with subordinate supervisors, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the annual division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Provides leadership and works with supervisors and managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Directs and manages staff engaged in general ledger, subsidiary ledger, accounts receivable and payable, payroll, data integrity and property control accounting functions; provides technical oversight and provides advice and direction on difficult and unusual accounting and reporting issues; audits and monitors City accounting activities to ensure compliance with City policies and procedures, regulatory requirements and mandates.
5. Formulates, implements, interprets and enforces Citywide accounting policies, procedures and internal controls to ensure the integrity of City financial operations and compliance with all legal requirements and GAAP and GASP standards.
6. Directs the preparation of internal audits of financial transactions and internal controls to measure accuracy, timeliness, completeness and compliance with citywide accounting and financial reporting policies, procedures and standards.
7. Reviews, edits and writes audit reports; prepares reports of internal audit findings and makes recommendations to Council.
8. Supervises and participates in the maintenance of accounting records and the preparation of financial statements and reports; supervises and participates in preparation of periodic financial reports to City bureaus and managers.
9. Develops new methods or service approaches to enhance quality and effectiveness of service delivery; participates in long-range strategic planning and implements goals and priorities.
10. Identifies and recommends enhancements to the financial and accounting computer systems; oversees system implementation.
11. Prepares sections of the CAFR and reviews and approves final document for publication.
12. Supervises and directs the activities of staff in preparing working papers and documents for and responding to the requests and inquiries from City's outside independent auditor; reviews and responds to audit findings.
13. Authorizes reports that disclose the fiscal conditions of the City to external users including the CAFR, the Single Audit Report, and other reports required by federal, state, and local regulations.

14. Works with the OMF Purchasing Division, the Bureau of Technology Services and the Enterprise Business System Support Team to review and approve the purchase of systems or changes to systems used to track and record City financial and accounting transactions.
15. Works with the Auditor's Office to coordinate the work plan and schedule for the City's annual independent financial audit, and assists in the process for selecting the independent auditor.

OTHER DUTIES

1. Coordinates work with other governmental agencies.
2. Performs special studies and analyses as required on specific revenue, expenditure and accounting issues.
3. Assists in compilation of information for and development of the City budget.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of general, enterprise and governmental accounting, including financial statement preparation and methods of financial control and reporting.
2. Applicable accounting standards and procedures, including GASB, FASB, GAAP and FERC.
3. Principles and practices of cost accounting.
4. Internal control and audit practices and procedures.
5. Laws and regulations applicable to the financial administration of public agencies.
6. Provisions of Fair Labor Standards Act, IRS regulations and Public Employees Retirement System as they apply to payroll administration and reporting.
7. City Code, ordinances and procedures applicable to accounting, purchasing and contracting.
8. The operations, requirements and codes of the City's SAP ERP system, or enterprise financial systems of comparable scale and complexity.
9. Principles and practices of effective management and supervision.
10. City human resources policies and labor contract provisions.

Ability to:

1. Plan, assign, coordinate and review the work of a large division of professional, technical and clerical support staff engaged in performing comprehensive accounting services on a Citywide basis.
2. Analyze and make sound recommendations on complex financial issues, data and operations.
3. Understand, interpret, explain and apply City, state and federal laws regulating the City's financial accounting, reporting and record keeping.
4. Develop and implement sound financial and accounting policies and controls for implementation on a Citywide or organization-wide basis.
5. Perform complicated mathematical calculations and analyses.
6. Prepare clear, concise and comprehensive accounting statements, schedules, working papers, reports and other written materials.
7. Communicate effectively, orally and in writing to a variety of audiences.
8. Develop and maintain effective working relationships with all levels of City management, employees, representatives of other governmental agencies, outside auditors, consultants and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in accounting, business administration or a closely related field; and at least ten years of experience in accounting, three of which involved supervision of accounting operations; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

License as a Certified Public Accountant.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 05-26-04

Revised: 11-08-05 Removed language in “Distinguishing Characteristics” section regarding the difference between this classification and Senior Accounting Supervisor II (abolished 05/05)

June 2009 - Change Job Class number from 7365 to 30000563, due to system change.

12-28-09 – Included references to SAP and Enterprise Business System.