

# JOB DESCRIPTION



## JOB IDENTIFICATION

<i>Job Title:</i>	Comptroller	<i>Pay Grade:</i>	EAP-11
<i>Department:</i>	Finance	<i>FLSA Status:</i>	Exempt
<i>Location:</i>	Municipal Building	<i>Reports to Position:</i>	Finance Director
<i>Effective Date:</i>	December 6, 2021		

## JOB SUMMARY

Under the direction of the Finance Director performs and reviews routine accounting tasks, payroll administration, purchasing, revenue collection, and accounts payable and receivable functions.

## ESSENTIAL JOB DUTIES/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Supervises and assists in the preparation of monthly financial reports and the annual external financial audit
- Reviews and assists in maintaining general and subsidiary ledgers
- Assists with reviewing bank account reconciliations and providing technical guidance to purchasing operations, payroll administration, accounts payable and account receivable process and cash management functions
- Assists in recording and accurately reporting capital assets
- Prepares intricate journal entries and assists in reviewing routine accounting transactions
- Researches and collects data to ensure accurate accounting and reporting for grant administration
- Monitors compliance with generally accepted accounting principles and various City, State and Federal regulations

- Supervises the City's banking activities
- Prepares cash flow projections and monthly investment reports in accordance with the best practices and the City's guidelines and policies
- Ensures that financial reporting is in accordance with GAAP and GASB standards, federal, state and municipal laws
- Ensures processes and procedures are implemented and in place to promote effective financial operations and accurate and reliable financial reporting
- Serves as representative of the Finance Department in the absence of the Finance Director
- Maintain work area in an organized and neat manner

## QUALIFICATIONS

### Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

#### Education/Training

Bachelor's Degree in Accounting or Finance

Master's Degree in Accounting or related field **preferred**

#### Experience

Seven (7) years of increasingly responsible professional experience in accounting or finance with at least two (2) years managerial experience

#### Licenses or Certifications

CPA certification **preferred**

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

#### Knowledge/Understanding of:

- Accounting standards, accounting principles and concepts
- Federal, state and municipal laws and regulations governing accounting, finance, purchasing and revenue collection

#### Ability to:

- Supervise employees in a professional environment
- Read, comprehend, analyze and report on highly complex material related to financial, accounting, purchasing, cash management and payroll operations
- Effectively use written communication to prepare forms, reports, memoranda, letters and document processes and procedures
- Effectively use verbal communication to effectively interact with employees, supervisors, elected officials and the public
- Utilize computer skills including software for word-processing, spreadsheet creation and maintenance, database utilization and other specialized accounting and financial software
- Build and maintain relationships with employees, supervisors, elected officials, city, county, state and federal administrators and officials

- Work from an administrative direction in terms of broadly defines goals
- Work non-duty hours including weekend or holidays when necessary

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

**Environment:** Work location will be indoors with potential for overnight travel to attend and participate in training, seminars and workshops

**Physical Demands:** See accompanying page for details

**Key Working Relationships:** Other Finance Department employees including Finance Director, Department Heads and Office Managers, City Council and City Management

## APPROVAL/ACKNOWLEDGEMENT

_____	<u>Finance Director</u>	_____
Department Head	Title	Date
_____	<u>HR Director</u>	_____
Human Resources Director	Title	Date
_____	<u>City Manager</u>	_____
City Manager	Title	Date
_____		_____
Incumbent Employee Printed Name and Signature		Date

# PHYSICAL REQUIREMENTS – COMPTROLLER

Rare  
0%-10%  
of the time

Occasional  
11%-33%  
of the time

Frequent  
34%-66%  
of the time

Continuous  
67%-100%  
of the time

LIFT/CARRY				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

MOVEMENT				
Bend/Stoop/ Twist	X			
Crouch/ Squat	X			
Kneel/Crawl	X			
Reach Above Shoulders	X			
Reach Below Shoulders	X			
Repetitive Arm Use	X			
Repetitive Wrist Use			X	
<b>Repetitive Hand Use</b>				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder	X			
Uneven Walking Surface	X			
Even Walking Surface	X			

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

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of the time

EQUIPMENT USE & OPERATION				
Motor Vehicle	X			
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	8
Stand	<1	1
Walk	<1	1

Additional Considerations (including clarification of any of the above)