

## **CONTROLLER**

### **DEFINITION**

Under general administrative direction, plans, organizes, implements and directs the strategic financial plan and daily financial activities of the City; and directs the activities of the Accounting, Treasury, Utility Billing and Collection, and Payroll, Grants, Business Tax and Internal Audit Divisions of the Finance Department.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the City Manager or designee. Exercises supervision over supervisory, professional, technical, or clerical staff.

### **DISTINGUISHING CHARACTERISTICS**

The Controller directs the daily operations of the City's financial activities, including but not limited to financial planning; fund investment and revenue enhancement; accounting and auditing; grant management; license and business tax; and utilities billing and collection. The incumbent exercises considerable judgment and discretion in the administration, planning and direction of departmental operations.

This is an unclassified position in which the incumbent is appointed by and serves at the will of the City Manager. The appointment and/or termination of the incumbent requires the approval of the City Council.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but not limited to, the following:*

Plans, organizes, and directs all activities of the City's financial, accounting and payroll operations. Selects, supervises, trains, evaluates, and disciplines assigned staff.

Develops and directs the implementation and achievement of City and department goals and financial policies; coordinates the work necessary to implement and carry out established policies.

Estimates revenues and probable tax yields for submission to the City Manager.

Oversees fund investment and revenue enhancement activities and treasury functions.

Enforces compliance with standard accounting/auditing systems and fiscal procedures.

Directs the audit of all financial transactions and expenditure of appropriated funds.

Directs the accounting activity, utilities billing and collection, grant management, license and permits, treasury functions, the preparation of varied financial reports, and payroll operations.

Participates in the development and implementation of the City's fiscal policies.

Administers the financial activities associated with the City's Pension Plans.

Oversees the preparation and administration of the annual budget of assigned divisions.

Prepares and presents financial, investment and audit reports in addition to the Annual Comprehensive Financial Report (ACFR).

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

The modern principles and practices of public finance administration.

Generally accepted accounting and auditing principles, methods, and procedures as applied to municipal and governmental financial transactions.

Charter provisions, ordinances, and state laws governing financial administration of City government.

The principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

State and federal legislation impacting City revenues.

Financial information systems.

Money market investment and banking.

#### **Skill/Ability to:**

Manage the City's finances and administer its fiscal policies.

Estimate tax and other revenues with reasonable accuracy.

Plan, assign, and direct the work of management, professional, technical and clerical staff.

Establish and maintain effective working relationships with City staff, elected officials, representatives of community agencies and organizations, and the public.

Prepare concise and meaningful financial and statistical reports, and make appropriate recommendations.

Exercise sound administrative judgment and initiative in the development of new methods and procedures, analyzing complex issues and identifying and recommending solutions.

Prepare and deliver effective oral presentations.

Operate modern office equipment including computer software and hardware applications.

Operate a motor vehicle safely, when appropriate.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Possession of a bachelor's degree from an accredited college or university in business administration, public administration, accounting, or closely related field.

#### **Experience:**

Five (5) years of increasingly responsible management experience in public finance or public accounting administration. Master's degree is preferred.

#### **Special Requirements**

Active licensure as a Certified Public Accountant is desirable.

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: (Signature on file)  
Interim Director of Personnel Services

DATE: 11/17/22