

ASSISTANT CONTROLLER

DEFINITION

Under general administrative direction, assists the Controller (Finance Director) in setting and executing the strategic plan for the Finance Department. This assistance includes developing policies and programs to implement the strategic plan, managing some Finance Department business units on a regular basis, and participating in Citywide strategic initiatives as the Finance Department's representative.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from Controller (Finance Director). Exercises supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

The Assistant Controller directs the daily operations of several Finance Department business units. The incumbent is responsible for accounting, auditing, and certain aspects of financial planning. The incumbent exercises considerable judgment and discretion in the administration and direction of these functions. This is an unclassified position in which the incumbent is appointed by, and serves at the will of, the Controller (Finance Director). The Assistant Controller may assume the duties of the Controller (Finance Director) in his/her absence.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Plans, organizes, and directs the activities of various units within the Finance Department.

Develops and establishes accounting and treasury policies; coordinates the work necessary to implement and carry out established policies.

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

Directs the audit of financial transactions and expenditures of appropriated funds.

Directs the accounting and treasury activities, the preparation of varied financial reports, and payroll operations.

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

Directs the preparation and administration of the Finance Department's annual budget.

Prepares and presents the City's Comprehensive Annual Financial Report and affiliated documents.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public finance administration.

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.

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

Financial information systems.

Skill to:

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

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

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

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

Establish and maintain effective working relationships with staff, other city officials, and the public.

Make clear and persuasive oral presentations.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree with major course work in business administration, public administration, accounting, or closely

related field; AND four (4) years of professional supervisory and administrative experience in finance administration, which includes or is supplemented by three (3) years of governmental accounting experience OR three (3) years of experience auditing governmental agencies' financial records.

Public sector finance experience is desirable. Active certification as a Certified Public Accountant or possession of a Master's degree in Business or Accounting is also desirable.

Special Requirement(s):

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

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 09/19/2019

Original JC/NK/jl:03/06/02
Revised JTC: 09/19/19