



## Controller

Department/Division:	Finance and Administrative Services
Reports To:	Director of Finance and Administrative Services
Provides Direction To:	Senior Accountant, Accountant, Financial Analyst
Exemption Status:	Exempt
Date Prepared:	August 27, 2014
City Council Resolution #:	

### GENERAL PURPOSE

Under administrative direction, plans, manages, and controls financial accounting, budgeting, fund balance management, and payroll functions; participates in budget planning processes in supporting the Executive Management Team; and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Controller has broad accountability for general accounting and budgeting functions and is distinguished from the Senior Accountant by its greater knowledge of budgeting, financial, accounting standards and level of staff supervision. The Controller is differentiated from the Director of Finance and Administrative Services, which has the responsibility for all departmental operations, including Finance, Information Systems, and Purchasing.

### ESSENTIAL FUNCTIONS

*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 the class.*

1. Maintains the General Ledger, including integration with external modules such as payroll, accounts payable and utility billing.
2. Monitors month end fund balances, fund revenues and expenditures; discusses status of City finances with Director of Finance and Administrative Services as needed.
3. Plans, manages and evaluates the work of professional accounting staff; coordinates assignments, provides technical reviews and guidance.

## **ESSENTIAL FUNCTIONS (continued)**

4. Manages year-end closings; produces financial analyses and provides liaison support to City auditors.
5. Prepares Comprehensive Annual Financial Report (CAFR) financial statements, schedules and footnotes; assists Director of Finance and Administrative Services with management analyses and financial communications to the City Council.
6. Facilitates development and production of the City's annual budget in cooperation with Director of Finance and Administrative Services and Financial Analyst.
7. Cooperatively manages year-end closing process; prepares State Controller reports and direct assessment roll for Underground Assessment District and storm drain with the support of Senior Accountant.
8. Coordinates work assignments and reports with accounting positions and ensures that accounting standards are being followed; provides cross-training to other accounting personnel.
9. Creates and maintains various reports to support the work of the Finance Division.
10. Provides support to other divisions when implementing system conversions.
11. Collaborates with other departments for special needs which have significant financial impact.
12. Administers financial informational system requirements.
13. Reviews and analyzes actuarial reports.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Modern practices of public finance administration including municipal accounting, taxation and revenue management; Brown Act and other laws, regulations, ordinances, and policies governing financial management; Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board pronouncements, and GAAFR (Governmental Accounting, Auditing and Financial Reporting) standards; municipal budgeting practices; general and fund accounting, taxation and revenue management practices; budgeting and purchasing practices and procedures; uses, capabilities, and applications of information and telecommunications systems and hardware; principles of employee supervision and evaluation.

**Ability to:**

Plan, organize, manage, and evaluate finance and accounting operations; formulate, analyze, and present financial reports; accurately forecast major revenues and costs; select, train, supervise, evaluate, and discipline employees; operate computer hardware and modern office equipment; use word processing, spreadsheet, and accounting software programs; originate and institute accounting policies and controls; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, contractors, consultants, auditors, vendors, City officials, and others during the course of work.

**Education/Training/Experience:**

Bachelor's Degree from an accredited four-year college or university with a major in Accounting, Finance, Business Administration, or a related field is required. Eight years of responsible experience in governmental accounting work is required, including at least three years in a managerial capacity in municipal finance. A Master's Degree in Accounting, Business Administration or a related field, or Certified Public Accountant designation is highly desirable.

**Licenses, Certificates; Special Requirements:**

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours in order to complete projects and attend meetings.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this class, the employee is constantly required to sit, stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

## **Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities, work on multiple assignments and projects concurrently and meet deadlines given interruptions; interact appropriately with staff, management, City officials, vendors, contractors, consultants, public and private representatives, and others in the course of work.

## **WORK ENVIRONMENT**

The employee works in an office with controlled temperature settings.