

## CITY OF MARGATE, FLORIDA JOB DESCRIPTION

### **JOB TITLE: CONTROLLER (Job Code 933).**

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#### **GENERAL STATEMENT OF JOB**

This is advanced professional accounting and supervisory work requiring the application of accounting principles/methods to prepare, maintain, and analyze complex financial records and reports. This position is required to exercise substantial independent judgment and have a strong professional knowledge of governmental accounting procedures and regulations. This position will supervise professional and clerical staff through review of accounting records/reports to determine compliance to accounting principles and procedures. This position is under the general direction of the Finance Director/Assistant Finance Director, as well as review from periodic internal or external audits.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processes employee concerns and problems, and directs work.

Prepares financial analyses of budgets and accounts; prepares monthly reports and annual financial statements.

Compiles financial data and prepares the Comprehensive Annual Financial Report (CAFR); files State Annual Financial Report (AFR), as well as other mandated reports pertaining to year-end or accounting.

Implements new Governmental Accounting Standards Board (GASB) pronouncements.

Provides adequate training, guidance, direction, and supervision, of subordinate personnel in all aspects of their respective assignments.

Implements new computerized financial systems or processes.

Coordinates year-end audit and serves as liaison to outside auditors in providing information, explanations and assistance in the completion of the city's annual financial audit.

Monitors daily cash flow needs.

Oversees proper maintenance and recording of fixed assets schedules.

Performs complex accounting procedures to reconcile City accounts and financial records with outside state and federal agencies, banks and financial institutions, regulatory agencies, and various other entities.

Provides financial reports and assistance, as requested, to City departments and outside agencies.

Performs various accounting administration duties including maintaining chart of accounts, preparing and reviewing journal entries, reconciling and balancing general and subsidiary ledgers, maintaining fund accounts, preparing month-end and year-end reports; closing out general ledger accounts at year-end.

Responds to questions related to department operations; provides information, researches problems, and initiates problem resolution.

Ensures compliance with generally accepted accounting principles and maintains knowledge of governmental accounting standards.

Develops financial reporting/operating procedures and initiatives to ensure financial stability and solvency.

Ensures accuracy of grant, investment and fixed asset accounting, cash management, revenue monitoring.

Assists Director in creating and implementing departmental policies and procedures.

Supervises/prepares complex financial reports using knowledge of City operations, generally accepted accounting principles, and Government Accounting Standards Board pronouncements.

Coordinates accounting activities with other City departments and trains staff on same.

Understands, interprets, and implements complex governmental procedures and regulations related to accounting.

Maintains a comprehensive, current knowledge of new practices, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends seminars, conferences, workshops, and training sessions as appropriate.

Performs Emergency Response duties as assigned.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Must possess a Bachelor's degree with major coursework in Accounting or Finance, supplemented by a minimum of five (5) years of professional-level accounting experience involving computerized accounting systems, with a minimum of four (4) years supervisory experience. Governmental accounting experience and a CPA license are preferred. Must be proficient with the Microsoft Office Suite.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations. Requires the ability to comprehend and utilize industry-specific terminology, i.e. engineering, legal, accounting.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines and when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of principles and practices of sound financial management, governmental accounting, and internal controls.

Knowledge of federal, state, and local laws, as well as rules and regulations relating to financial records of City departments and agencies funded by federal, state, or county grants.

Knowledge of effective supervisory techniques.

Skilled in financial analysis.

Ability to understand/interpret complex governmental procedures and regulations, manage financial computer systems, and implement corrective action as a result of audit findings to improve financial operations, statements, and controls.

Ability to supervise/prepare a variety of complex financial statements requiring considerable knowledge of computerized accounting systems and departmental operations.

Ability to analyze financial accounting and to recommend and establish adequate systems and procedures of reporting to provide information required for effective administration.

Ability to plan, organize, direct, and review the work of professional employees and develop improvements in financial management practices.

Ability to communicate effectively orally and in writing.

Ability to perform accurate mathematical calculations and be detail oriented.

Ability to prepare clear, concise and complete reports and other written materials.

Ability to exercise sound independent judgment within established guidelines.

Ability to verify the accuracy and completeness of financial information and data.

Ability to establish and maintain effective working relationships.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date