



Job Description

Job Title: Controller	Status: Exempt
Salary Range: Management Tier V	Date: May 2021
Department: Finance	Reports to: Chief Financial Officer

DEFINITION

Under supervision of the Chief Financial Officer (CFO) provides direct supervision within the Finance Division in order to plan, direct and assume overall coordination and responsibility for all District financial matters including but not limited to accounting, accounts payable, accounts receivable, payroll, grants, budgeting, records retention and management, cash flow monitoring, monthly Board and committee staff reports, preparation of financial reports--including the CAFR, purchasing, financial policies, and support of the annual independent audit. As needed and when assigned, the Controller assume role of acting CFO in the extended absence of the CFO.

SUPERVISORY RESPONSIBILITIES

Receives general direction from the CFO and exercises supervision over all Finance staff. This position has direct supervisory responsibilities for professional, technical and clerical employees of the Finance Division for the purpose of overall coordination and timeliness of all financial and accounting responsibilities. The incumbent will conduct division performance reviews, determine recommendations for merit increases, and, as necessary and in coordination with human resources and handle division disciplinary issues and selection of new staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and supervise implementation of the Finance Division's goals, objectives and priorities.
- Coordinate the work of technical and clerical personnel of the Finance Division and assume responsibility for the operational productivity of the District's finance/accounting duties.
- Hire, supervise, train and evaluate Finance Division staff.
- Interpret and apply pertinent federal, state and local laws, rules and regulations, legal, financial and administrative policies relating to accounting functions.
- Develop and implement, as necessary, accounting system modifications.
- Examine, analyze and verify a wide variety of financial documents and reports, and conduct sound audits of financial records.
- Remain current in emerging accounting rules, regulations and reporting requirements and practices.
- Prepare financial statements, schedules and other statistical and financial reports.
- Ensure compliance with all District financial policies and procedures, and develop and make recommendations regarding additional policies and procedures.
- Coordinate the development and implementation of appropriate and prudent checks and balances (internal controls) of all accounting activities and functions.

- Maintain the District's chart of accounts and maintain, analyze and reconcile all accounting activities and functions.
- Perform fund analysis by reviewing general ledger accounts, financial data and other pertinent information.
- Ensure cost effective and appropriate use of District resources.
- Provide oversight, with the CFO, over the fiscal affairs of the District and coordinate the financial health and stability of the District.
- Serve as an expert resource in the areas of budget and finance to ensure quality decisions and policy making.
- Prepare staff reports and attend and make presentations, as necessary, in coordination with the CFO at monthly Board meetings.
- Supervise and coordinate investment of District funds, in accordance with the District's Investment Policy.
- Along with the CFO, coordinate and prepare all tax-exempt/taxable financings required to raise capital for the District.
- Supervise the preparation of the annual State Controller's Report and Disclosure of Reimbursement Report.
- Design computer reports to gather and report information as needed.
- Coordinate and review computerized accounting and budget systems and procedures for system maintenance and enhancements.
- Prepare adjusting entries, fiscal year closing adjustments and documents for independent auditors; act as liaison (along with CFO and Senior Accountant) between District and contract independent auditors; coordinate preparation of the annual financial statement and Comprehensive Annual Financial Report; and plan and coordinate the year-end audit process.
- Coordinate with the CFO the hiring and contracting with an independent auditor for the District.
- Coordinate and prepare, with the CFO, the monthly Finance Committee meeting agendas and staff reports; and facilitate and provide verbal presentations at the monthly meetings in cooperation with the CFO, and along with CFO, attend various Board committee meetings as assigned.
- Interpret grant award agreements and monitor for compliance; maintain support, reporting and expenditure documents.
- Facilitate all FEMA related funding and reporting required by the District, including record keeping, coordination with appropriate District employee and quarterly reporting.
- Coordinate preparation and submittal of the District's annual budget and Five-Year CIP Plan by May 1st of each year.
- Oversee and ensure the timely payment of all debt service; initiate and record draw-down of proceeds; and coordinate continuing disclosure requirements.
- Develop and maintain accurate and timely monthly and quarterly financial reporting for all District operations and capital improvement projects.
- Establish and maintain effective and positive working relationships with District officials and employees and the general public.
- Prepare written financial reports, including Board staff reports, MD&A and budget and CAFR transmittal letter drafts.

- Ensure Finance Division compliance with District safety and emergency policies and procedures including Injury and Illness Prevention Program
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices and techniques of public administration, municipal finance, budgeting, accounting, risk and insurance management.
- Utility rate structures.
- Advance research techniques, financial analysis, sources and availability of information and methods of report presentation.
- Modern information systems and procedures for accounts receivable, accounts payable, billing, payroll, and general ledger accounting.
- Applicable federal, state and local laws, rules and regulations pertaining to special District operations.
- Investment strategies and procedures.
- Principles and techniques of effective supervision, training and evaluation.
- Fundamentals of debt finance principles and techniques.
- Personal computers and their operation, including Microsoft Excel and Word software applications.
- Computerized financial systems and preparation of difficult financial reports.

Ability to:

- Define problems, collect data, establish facts, and draw valid conclusions.
- Manage and complete multiple and varied assignments in a timely manner and meet required deadlines with frequent interruptions.
- Coordinate the efforts of others in order to ensure the individual components of the District financial and accounting responsibilities are completed in the most efficient manner and produce financial statements that fairly present, in all material respects, the respective financial position of the District.
- Train employees on technical accounting practices.
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Write reports, business correspondence, and procedure manuals.
- Present information and respond to questions from Board of Directors, groups of managers, clients, customers and the general public.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, percentages, common fractions and decimals.
- Perform basic analysis of fiscal data and draw logical conclusions, and prepare statistical analysis and reports.
- Effectively operate standard business calculator (i.e., 10-key adding machine).
- Apply advanced financial/business mathematical concepts such as time value of money, interest rates, cash flows, business percentages and statistics, and apply mathematical operations to such tasks as amortization schedules, net present value, percent change, percent total, mean, correlation coefficient, regression and trend analysis.

- Analyze a variety of complex administrative and organizational issues and problems and to make sound policy and procedural recommendations.
- Evaluate and improve financial management systems and procedures.
- Supervise, train and evaluate the work of others, including high level staff.
- Work under pressure and meet deadlines.
- Interact with the public.

EDUCATION and EXPERIENCE

- Bachelor's Degree in Accounting or Business Administration (accounting emphasis) from a four-year university or college, plus one to two years related experience at the Controller level for a public agency.
- In lieu of the Bachelor's degree in Accounting requirement employee must have any combination of education and/or extensive experience that provides the necessary knowledge, skills and abilities as required to maintain financial, fiscal, and related statistical records and data.
- Experience must entail significant work with principles and practices of general, enterprise and governmental accounting, including financial statement preparation, methods of financial control and reporting and accounting for organizations with a mix of government and enterprise funds.
- Experience in Governmental accounting and financial reporting, and cash management is required. Experience with special districts and/or water agencies is a plus.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobility: Job tasks are varied and require standing, walking, sitting, climbing, bending, stooping, kneeling and crouching.
- Lifting: occasional lifting up to 20 pounds.
- Vision: constant use of overall vision, including near vision, distance vision, color vision and ability to adjust focus.
- Dexterity: occasional grasping, fine manipulation, reaching, pushing and pulling; occasional use of touch to distinguish or identify objects. Ability to open and close file cabinets up to 5 feet in height and remove and replace files that can weigh up to 20 pounds
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent contact with coworkers and others; depending on assignment, may also frequently work alone. The employee is also expected to respond in emergency situations.
- Environmental: exposure to moderate noise levels.

Accepted By: _____
Controller Date

Approved By: _____
Chief Financial Officer Date

Approved By: _____
Human Resources Manager Date

Approved By: _____
General Manager Date