



# ASSISTANT CONTROLLER

## Job Description

*The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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<b>Class Title:</b>	Assistant Controller	<b>Effective Date:</b>	February 1, 2017
<b>Working Title:</b>	Assistant Controller	<b>Type:</b>	Supervisory
<b>Department:</b>	Finance	<b>Supervisor:</b>	Finance Director
<b>FLSA Status:</b>	Exempt	<b>Supervises:</b>	Accounting Technician Municipal Court Clerks

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### CLASSIFICATION SUMMARY

Under the general supervision of the Finance Director, this supervisory position is responsible for performing technical and administrative accounting work of the City's financial functions including: maintaining the fiscal records and systems of the City to ensure compliance with generally accepted accounting principles, governing laws, regulations and policies, and internal control requirements; overseeing accounts receivable and payable processes, collections, payroll, cash receipts; and other relative tasks in support of the Finance Department. This position also oversees the City's Municipal Court program.

The Assistant Controller also assists with annual audit and budget preparation and provides accounting assistance to other departments. Work is reviewed on the basis of results attained and through internal controls. The position prioritizes, schedules, assigns and reviews the work of staff; evaluates staff performance; recommends personnel actions, including disciplinary and training plans; and makes hiring and termination recommendations. The Assistant Controller serves as Acting Finance Director in Finance Director's absence.

This position requires the application of accounting principles and practices. Work is performed with a great degree of independence and tasks assigned require a high level of responsibility in interpretation and verification to ensure compliance with accounting standards and practices. Training new employees, on-going work direction, supervision and leadership are required of this classification.

### SUPERVISION

This is a supervisory position. This position supervises assigned employees, which includes: scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.

### ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.*

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned and operating a motor vehicle safely and legally while on City business.

#### **40% Accounts Payable, Receivables, Payroll & General Ledger**

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Directs and manages staff engaged in general ledger, subsidiary ledger, assessments, accounts receivable, accounts payable and payroll.

Provides technical oversight, advice and direction on difficult and unusual accounting and reporting issues.

Audits and monitors City accounting activities to ensure compliance with City policies and procedures, regulatory requirements and mandates.

Formulates, implements, interprets and enforces citywide accounting policies, procedures and internal controls to ensure the integrity of City financial operations and compliance with all legal requirements and Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

Supervises and participates in the maintenance of accounting records and the preparation of lead schedules for financial statements and reports.

Participates in the preparation and/or review of the City Comprehensive Annual Financial Report (CAFR) and periodic financial reports to City departments and vested outside entities.

Works with the City's auditors to coordinate the work plan and schedule for the City's annual independent financial audit and assists in the process for selecting the auditor. Supervises and directs the activities of staff in preparing working papers and documents for and responding to the requests and inquiries from the City's outside auditor. Reviews and responds to audit findings.

#### **15% Municipal Court**

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Directs the Municipal Court function. Directs staff in coordinating weekly arraignment and hearing procedures, processing cases using municipal court system, receipting payments, account collections and assistance to defendants, including dispute resolution. Establishes and maintains working relationship with Municipal Court Judge.

#### **15% Supervisory Duties**

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Supervises, motivates, trains and directs staff of assigned sections.

Prioritizes, schedules, assigns and reviews work.

Evaluates staff performance. Recommends personnel actions, including disciplinary and training plans, in accordance with human resources policies as needed. Makes hiring and termination recommendations.

Responds to grievances and handles conflicts between reporting staff members.

#### **15% Department System & Process Review**

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Identifies and recommends enhancements to the financial and accounting computer systems. Oversees the financial accounting system to maximize its functionality. Works with departments to review and approve the purchase of systems or changes to systems used to track and record City financial accounting transactions.

Develops new methods or service approaches to enhance quality and effectiveness of service delivery.

Participates in long-range strategic planning and implements goals and priorities.

#### **5% Management & Leadership Duties**

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Plans, organizes, controls, integrates and evaluates the work of the accounting unit.

With subordinate staff, develops, implements and monitors work plans to achieve department goals and maintain performance standards.

Directs, manages and participates in the implementation of programs, plans, processes, systems and procedures to achieve department and citywide goals consistent with the City's quality and citizen service expectations.

Manages and supervises assigned operations to achieve goals within available resources.

Plans and organizes workloads and staff assignments.

With Finance Director, provides leadership and supervision to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission.

Provides leadership and participates in programs and activities to promote workplace diversity and a positive employee relations environment.

## **5% Payroll/Benefits Reports & Information**

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Prepares quarterly payroll reports. Prepares semi-annual and annual Public Employees Retirement System (PERS) reports. Prepares annual W-2s.

Works directly with Human Resources Director and staff administering the City's employee benefit package including, but not limited to, retirement, health, dental, life and disability insurances, and leave accruals.

Assists employees with payroll related questions.

## **5% Intermittent Duties**

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Performs special studies and analyses on specific revenue, expenditure and accounting issues.

Serves as Acting Finance Director in Finance Director's absence.

Serves as a member of various City committees and attends meetings and conferences as assigned.

Assists other staff in the performance of their duties as assigned.

## **PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS**

*The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below 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.*

### **Physical Demands**

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee must lift and/or move up to 10 pounds and infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a personal computer and various software programs, printers, 10-key calculator, telephone, copy and fax machines, and other related tools and equipment.

### **Safety**

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position. This supervisory position is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the department.

### **Work Environment / Working Conditions**

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms and public spaces. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Duties include contact with employees and customers in conflict situations.

Position requires occasional travel, primarily to attend training and conferences.

### **Job-Related Decision-Making**

This position requires decisions involving problem solving and/or assignments of a complex nature. General directions are received from the Finance Director with policies and procedures available for guidance. Independent decision-making skills are essential. The Assistant Controller is expected to exercise good judgment in seeking assistance from outside professionals where additional specialized knowledge is necessary or appropriate. Errors would have a significant effect on major functions of the city and may have a serious related effect on overall City operation, financial condition, and prestige or public image.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

Graduation from a four-year college or university with a Bachelor's degree in Accounting, Finance, Business Administration or Public Administration, or closely related field; five years progressively responsible experience in government accounting and auditing internal controls; experience developing and implementing process changes as well as two years of supervisory experience; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

### **Licenses, Certifications & Other Requirements**

- Pass background investigation.

## **ADDITIONAL QUALIFICATIONS**

### **Knowledge**

- Operational characteristics, services and activities of a municipal accounting program; methods and techniques of cost depreciation systems; financial recordkeeping and transactions; and relevant pertinent federal, state and local laws, codes and regulations.
- Internal control and auditing procedures.
- Payroll procedures, including reporting requirements.
- Applicable accounting standards and procedures, including GASB, FASB, GAAP, GFOA requirements, and provisions of IRS regulations and PERS as they apply to payroll administration and reporting.
- Principles, practices and methods of management, supervision, training and performance evaluation.
- Windows and spreadsheet applications.

### **Skill & Ability**

- Operate a personal computer and other modern office equipment, including keyboarding, fax and calculator.
- Create complex worksheets as needed to complete duties.
- Oversee and participate in the management of a comprehensive municipal accounting program.
- Select, supervise, direct, train and evaluate work of subordinate staff.
- Participate in the development and administration of section goals, objectives and procedures.
- Express ideas effectively, both orally and in writing.
- Establish and maintain effective working relationships with City officials, City staff and the general public.
- Prepare and administer departmental budgets; prepare clear and concise administrative and financial reports; and analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply federal, state and local policies and regulations.
- Audit internal accounting procedures and practices to ensure appropriate controls, checks and balances.
- Resolve problems and/or complaints, diplomatically and courteously.
- Establish priorities and organize own workload as well as department work flow.

### **Licenses, Certifications & Other Requirements**

- Active status Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) preferred.