

CONTROLLER

Definition

Under the general direction of the Director of Administration, this position plans, directs and manages the County's central accounting functions (accounts payable, accounts receivable, payroll, financial reporting), administers the County's borrowing, and assists with preparation and monitoring of the County's annual budget.

Examples of Duties

Responsible for developing and administering the County's financial systems, policies and procedures, including the jurisdiction's computerized accounting and payroll systems; directs and assists staff in the recording and audit of receipts and disbursements, account analysis and reconciliation, administration of central payroll, preparation of monthly and year-end financial reports, and issuance of debt; provides financial information and advice to the Director, County Executive and County Board; serves as staff to the Board's Personnel and Finance Committee; administers deferred compensation programs; directs apportionment of State and County taxes; assists with preparation of County budget, budget amendments and budget resolutions; provides financial management advice and assistance to County departments and procures and coordinates the County's independent audit and indirect cost allocation services.

Employment Standards

Education and Experience: Any combination of education and experience equivalent to a degree in accounting, finance or business administration plus five years of progressively responsible experience in public accounting, including local government experience, three of which should be in a management capacity. Additional credit will be given for CPA and budget and debt administration experience. The ideal candidate will have extensive knowledge of the principles, methods, and practices of local government financial administration, including generally accepted accounting principles for state and local governments.

Knowledge and Abilities: Knowledge of and experience with the application of generally accepted accounting principles for state and local governments; knowledge of and experience with automated financial information systems; ability to perform a variety of complex financial analyses to evaluate financial transactions and situations; ability to effectively select, train and supervise professional and para-professional staff; ability to communicate effectively orally and in writing; and ability to establish and maintain productive and cooperative working relations with County elected officials, departmental representatives and employees.