



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Controller
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GENERAL PURPOSE

Under administrative direction, manages the Accounting division of the Finance Department including payment processing, payroll, accounts payable, accounts receivable, construction and general accounting; ensures appropriate financial controls and security measures are in place to safeguard District funds; participates in the development of the District's annual operating budget; performs complex and difficult financial and accounting analyses; leads process improvement projects involving complex systems within the District; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the work of accounting staff responsible for developing, maintaining and processing all of the District's financial records, reports and statements. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include oversight of all financial and accounting policies, procedures, and processes to ensure activities are conducted in accordance with Generally Accepted Accounting Principles. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Finance Director. Exercises direct supervision over professional staff.

TYPICAL DUTIES AND RESPONSIBILITIES

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 this position.

- Plans, organizes, supervises, trains and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly

monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, policies, and labor contract provisions; identifies best-of-class work practices among assigned staff and ensures uniform adoption of those practices.

- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's strategic and operational plans.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Plans, manages, and oversees the daily functions, operations, and activities of the Accounting Division, including the accounting system, accounts payable, accounts receivable; preparing, monitoring, forecasting, and analyzing financial information, financial processing, reporting, and recordkeeping; recommends and implements process changes, performance metrics, internal controls, and other areas requiring improvements; drafts and/or manages updates of procedures including capitalization, petty cash, and purchasing cards.
- Prepares and compiles the Comprehensive Annual Financial Report (CAFR) including transmittal letter, management and discussion analysis, statement of net position, statement of revenue and expenditures, notes to financial statements, required supplementary information on OPEB and pensions; prepares the Schedule of Federal Awards for the annual single audit; certifies census data on Federal Audit Clearinghouse website.
- Prepares and analyzes a variety of complex financial reports, statements, and schedules; prepares new-year, mid-year, year-end, and special reports.
- Coordinates the District's interim and annual audits of financial statements conducted by external professional service providers.
- Maintains and reconciles a variety of ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records; performs month-end, fiscal year-end, and calendar year-end accounting system processing.

- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Director.
- Participates in the development, revision, and maintenance of accounting procedures and financial controls; responds to and implements audit recommendations and corrective actions; ensures compliance with federal, state, and local government accounting and financial reporting standards and controls.
- Directs the processing and reviews and/or approves payroll batching reports, tax deposits, tax tables, and periodic tax returns and reports.
- Provides information to District departments regarding financial policies and procedures; interprets policies and procedures for departments.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency finance and accounting; researches emerging products and enhancements and their applicability to District needs.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Duties:

- Applies continuous improvement principles in the deployment of department business plans, processes and performance measures, ensuring that they align with District's strategies and operational plans.
- Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.
- Ensures effectiveness of the business processes undertaken by the department and division.
- Defines customer service segments being served and establishes processes to obtain feedback to improve performance.
- Develops, maintains, and utilizes departmental performance indicators in making decisions; establishes performance criteria for assigned staff.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Principles and practices of accounting, public finance administration and budgeting, auditing, and reconciliation.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Generally Accepted Accounting Principles (GAAP); Financial (FASB) and Governmental (GASB) Accounting Standards Board Statements and Pronouncements; Guide on Governmental Accounting (GFOA), Auditing, and Financial Reporting and best practices; Office of Management and Budget (OMB) A-133 Compliance; Generally Accepted Auditing Standards (GAAS).
- Governmental and enterprise accounting and financial reporting, cost accounting; internal control standards; employment and labor laws, banking and investments, public utilities.
- District personnel rules, policies, and labor contract provisions.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement, including the principles of management by fact, and organizational and personal learning.
- The means of developing alignment between strategic goals and individual performance standards.
- Practices of process mapping (control); practices of structured problem solving.
- The strategic planning cycle and the various responsibilities within that cycle.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the Accounting Division and the District.
- Prepare, administer and monitor a division/department budget.
- Analyze, interpret, summarize and present technical information and data in an effective manner.
- Effectively administer a variety of finance programs and administrative activities.
- Perform complicated mathematical calculations and analyses.
- Prepare internal and external financial statements, reports, narratives and other written materials; understand and prepare and/or manage the preparation of the State Controller's Report.
- Evaluate financial data and accounting operations and practices, financial policies, procedures, systems, and applications, and make recommendations for improvement.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Based Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve results.
- Define and explain key processes and business requirements within the department; develop and deploy strategic plan elements and key performance measures consistent with District goals.
- Develop and maintain continuous improvement in all areas of operations; develop and monitor performance standards. Ensure work unit goals and objectives are aligned with the department.
- Track and monitor department performance; make sound decisions based on departmental performance indicators.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Five (5) years of increasingly responsible governmental accounting experience, preferably in a governmental agency or utility, with three (3) years in a supervisory position.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, accounting, economics, business or public administration.

Licenses/Certifications:

- Certified Public Accountant license is desirable.

PHYSICAL DEMANDS

The physical 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.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This

Eastern Municipal Water District

Job Title: Controller

Last Update: October 2019

is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Controller
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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October 2, 2019</i>
Date modified:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Controller. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____