

City of Cordova Position Job Description

Comptroller

DEPARTMENT: FINANCE
SUPERVISOR: CITY MANAGER
CLASSIFICATION: FULL TIME, OVERTIME EXEMPT, SALARIED AND CONFIDENTIAL
HOURS: MON-FRI OFFICE HOURS, 0800-1700

SUMMARY

The Comptroller is a senior-level accountant position that performs work in managing, directing and overseeing the accounting operations of the City of Cordova under the guidance and supervision of the Finance Director or City Manager. The Comptroller ensures accurate recording of all receipts and expenditures and the preparation of quarterly and annual financial reports while overseeing the work of the finance department personnel.

GENERAL STATEMENT OF DUTIES

Performs complex technical accounting work and administrative tasks in managing all aspects of the accounting and financial reporting systems of the City of Cordova consistent with Generally Accepted Accounting Principles (GAAP).

Provides planning and budgetary information to the City Council through the City Manager.

Assists elected officials, the City Manager, and external auditors with their examinations of the organization's financial reports and controls.

Responsible for direct supervision of one year-round full-time position: Finance Management Assistant. Performs the duties of all other employees in the Department as required or as assigned.

In the absence of the Finance Director, may temporarily assume full responsibility for duties of the Finance Director or may coordinate with a contracted entity providing financial management services for the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees the accounting operations of the finance department and the operations of third-party financial service providers.
- Develops, implements and manages an accounting and reporting system that will provide accurate, timely and complete financial reporting and budget execution information to the

Council, City Manager, Department Heads and other users who evaluate or audit the financial condition of the City.

- Ensures the City of Cordova is in compliance with local, state and federal government reporting requirements and tax filings; ensures accounting records are accurate, current and comply with applicable legal requirements.
- Oversees and coordinates all preparation and the provision of information to external auditors annually, to include preparation of audit workpapers, account reconciliations, account confirmations, fiscal year-end adjusting journal entries and subsequent year reversing entries; coordinates with auditors during on-site field work.
- Maintains a chart of accounts and general ledger and prepares timely and complete quarterly financial statements.
- Maintains a system of controls over accounts transactions and an orderly accounting filing system.
- Reviews trial balance reports of all funds.
- Ensures periodic bank reconciliations are completed.
- Audits accounts and records of receipts, expenditures, billings, debt financing, contracts, budget activities, cash and non-cash assets, accounting entries, equipment and supply inventories, payroll and employee benefits.
- Supervises daily posting and coding of all financial transactions.
- Ensures required debt payments are made on a timely basis, account payables are paid timely, accounts receivable collected promptly, and payroll is processed timely and accurately.
- Provides needed information and demonstrations concerning how to perform certain work tasks; trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees.
- Assists in coordinating and preparing the annual budget; calculates variances from the budget and reports significant issues.
- Prepares a wide variety of analysis and management reports as requested.
- Reviews, recommends, and drafts updates and revisions to financial policies for the City.
- Attends meetings, conferences, workshops and training sessions and reviews publications and other materials to become and remain current on the principles, practices, and new developments in the area of municipal accounting.
- Meets regularly with City Manager and other department directors to ensure coordination and conformance with federal and state municipal finance regulations, policies, and practices.

MINIMUM QUALIFICATIONS

- A. Five (5) years' progressively responsible accounting experience which included fund accounting and cost accounting.
- B. Five (5) years' recent Payroll experience in a municipal finance department, Alaska preferred.
- C. Two (2) years' experience in auditing.

PREFERRED QUALIFICATIONS

- A. Bachelor's degree in Accounting or related field.
- B. Certification as a Certified Public Accountant, Certified Management Accountant or candidate.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Working knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) procedures and Government Accounting and Auditing Financial Reporting (GAAFR) standards.
- B. Working knowledge of fund accounting, auditing and reporting requirements.
- C. Working knowledge of the legal requirements of municipal government accounting, payroll, budgeting and accounting controls.
- D. Demonstrated ability of successfully implementing and managing a consistent, periodic financial accounting and reporting cycle.
- E. Excellent interpersonal, problem-solving, and verbal and written communication skills.
- F. Demonstrated skill in data extraction and manipulation techniques using a spreadsheet software and pivot table applications.
- G. Skill in establishing and maintaining productive working relationships;
- H. Ability to develop appropriate accounting methods for control and reporting purposes.
- I. Ability to handle confidential employee and administrative information with tact and discretion; ability to maintain confidentiality.
- J. Ability to understand and follow written/oral policies, procedures and instructions; ability to interpret and apply pertinent laws and regulations as they relate to municipal finances.
- K. Ability to prepare accurate and reliable reports containing facts, findings, conclusion and recommendations.
- L. Ability to interpret complex fiscal reports and records, analyze financial data and determine appropriate accounting methods for control and reporting purposes.
- M. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines..
- N. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and technology;
- O. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- P. Demonstrated integrity, ingenuity and inventiveness in the conduct of assigned tasks.

REQUIRED TECHNICAL SKILLS

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of financial management software; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position is subject to a background check (criminal history, verification of education and employment history).

WORKING CONDITIONS

Work is accomplished in a general office setting. Attendance at regular and special City Council meetings may be required.

PHYSICAL DEMANDS OF POSITION

Capable of sitting for extended periods of time. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other employees and the general public. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description outlines the general requirements and duties of an executive level position with the City of Cordova, which is an at-will position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.