

ASSISTANT CONTROLLER

Class Definition

Under direction of the Controller (Finance Director), plans, organizes, and directs the day-to-day financial activities of the Accounting Division of the Finance Department, including general ledger, accounts payable, accounts receivable, payroll, enterprise accounting, financial reporting and all treasury activities.

Distinguishing Characteristics

The Assistant Controller oversees the daily operations of the Accounting Division. Reporting to the Controller (Finance Director), the incumbent is responsible for accounting, auditing, and certain aspects of financial planning. The incumbent exercises considerable judgment and discretion in the administration and direction of these functions. This is an unclassified position in which the incumbent is appointed by, and serves at the will of the City Manager.

Typical Tasks

(This list of sample of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, organizes, and directs the activities of the Accounting Division.

Develops and establishes certain accounting and treasury policies; coordinates the work necessary to implement and carry out established policies.

Enforces compliance with standard accounting/auditing systems and fiscal procedures.

Directs the audit of all financial transactions and expenditure of appropriated funds.

Directs the accounting and treasury activities, the preparation of varied financial reports, and the payroll operation.

Participates in the development and implementation of the City's fiscal policies.

Oversees the preparation and administration of the annual budget of the Accounting division.

Prepares and presents the Annual Controller's Report.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the modern principles and practices of public finance administration.

Knowledge of accounting and auditing principles, methods, and procedures as applied to municipal and governmental financial transactions.

Knowledge of Charter provisions, ordinances, and state laws governing financial administration of City government.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Knowledge of financial information systems.

Ability to manage the City's finances and administer its fiscal policies.

Ability to plan, assign, and direct the work of management, professional, and clerical staff.

Ability to establish and maintain effective working relationships with staff, other city officials, and the public.

Ability to prepare concise and meaningful financial and statistical reports, and make appropriate recommendations.

Ability to make clear and persuasive oral presentations.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree with major course work in business administration, public administration, accounting, or closely related field; and five years of professional supervisory and administrative experience in public finance administration.

Special Requirements

Active certification as a Certified Public Accountant is desirable.

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____