

## **CLASS TITLE: ASSISTANT CONTROLLER/GENERAL ACCOUNTING**

**PURPOSE OF THE CLASSIFICATION:** Under general direction performs managerial oversight and administrative accounting work, developing and maintaining general accounting functions of City government; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Assists in developing general accounting systems for all City operating departments
- Oversees implementation, refinement, and maintenance of general accounting functions in computer system
- Assists in development and maintenance of system backup and security and user training
- Controls revenues
- Conducts or oversees audits and records expenditures in the financial systems
- Oversees account maintenance with all private enterprises and public agencies having financial transactions with the City
- Oversees the establishment and maintenance of general ledger accounts, accounts payable and receivable, and payroll
- Develops and prepares monthly and annual general fund financial reports on City operations (until staff can resume duty)
- Oversees internal service fund and special revenue fund statements
- Provides managerial oversight and administrative direction for payroll, revenue accounting, accounts payable, and special assessments
- Coordinates activities with other offices in the City
- Oversees accounting and financial statement preparation for the City's Insurance Fund
- Assists in the preparation of the City's Comprehensive Annual Financial Report, reviewing data from general and government funds and prepares all related sections
- Manages all payroll tax reporting function, 1099 vendor payments
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting and seven (7) years of progressively responsible accounting experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principals, practices and methods of accounting in municipal finance administration; considerable knowledge of modern office management procedures, practices, and equipment as applied to accounting operations; and good knowledge of computer system applications as related to financial systems. Ability to analyze and interpret fiscal and accounting records and to prepare accurate and complete financial statements and reports; ability to plan and oversee the work of professional employees; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting and carrying up to 10 pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a Certified Public Accountant (CPA) Certificate required.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

**Class Code: 1082**

**EEO Code: E-01**

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**Pay Code: EX-48**

**Group: Fiscal**

**Series: Financial Management**

**Effective date: July 1, 2000**