

Position Description: Controller

Classification Identification: Exempt/Non-bargaining unit

Pay Grade: 23

General Purpose

North Bay Village is seeking qualified candidates for a Controller in the Finance Department. The Controller is a highly responsible and administrative professional who reports directly to the Chief Financial Officer. This position is responsible for the preparation of the Annual Budget. The ideal candidate performs, plans, and directs the internal controls and accounting functions for all Village disbursements including payroll, cash, bank disbursements, and fixed assets; manages the Village's banking, grant recording, monitoring, and reporting activities; manages payments of Village loans and credit relationships; and assists the Chief Financial Officer with the annual external audit; performs a variety of financial analyses, research, preparation of the periodic management financial monitoring reports and the year-end audited ACFR. Supervises and coordinates the work of accounting and clerical staff in various accounting tasks to ensure completeness, timeliness, and accuracy.

Essential Duties and Responsibilities

- Administers the annual budget process in coordination with Village staff, including the preparation of a budget document that obtains the Governmental Finance Officers Association's (GFOA) Certificate of Achievement.
- Supervises the Utility Billing, Business Tax Receipts, Parking Enforcement, and all other Customer Services Activities of the Financial Services Department, including working to achieve a harmonious solution to problems that arise with customers.
- Improves, maintains, and monitors internal controls over the Village's automated financial disbursement records which include Payroll Records, Cash Disbursements, EFT Payments and Bank Wire Disbursements, Debt Management, Grants and Fixed Assets.
- Maintains annual Fixed Assets Inventory.
- Supervises all Village Expenditures.
- Performs General Ledger activities, setting up accounts and funds, assisting in the review of reports for month-end and year-end account closings.
- Reviews and analyzes General Ledger for accuracy and conformity and prepares entries accordingly.
- Interprets and implements new accounting standards.
- Assists the Chief Financial Officer in planning, coordinating, and completing the annual Village audit.
- Responsible for the year-end closing and coordinating the preparation of complete and accurate records, schedules, supporting ledgers, and analysis for auditor.
- Develops and provides financial information to Village management for use in negotiations of collective bargaining agreements.
- Assists the Chief Financial Officer in the preparation of the Annual Comprehensive Financial Report with the goal of receiving the Certificate of Achievement for Excellence in Financial Reporting.
- Develops and provides financial information to Village management for use in negotiations of collective bargaining agreements.

- Establishes and manages timely preparation of the bank reconciliations, investment reconciliations, and stale-dated checks.
- Provides technical information and assistance to other accounting personnel, department managers and other staff regarding accounting requirements.
- Develops rate schedules and prepares rate ordinances for the Village's utility systems.
- Monitors revenue and expenses for departmental accounts; ensures expenditure control and compliance with budget, funding and reporting requirements, Village policy and standard accounting procedures.
- Ensures that effective internal controls are implemented in the Financial Software and functioning to maintain compliance with applicable federal, state, and local regulatory laws and standards for financial reporting.
- Participates in the formulation and execution of financial policies.
- Recommends selection, promotion, termination, and other appropriate personnel actions with the Finance Department.
- Performs other duties as assigned.

Required Knowledge, Skills, and Abilities

- Knowledge of clerical methods used in keeping fiscal accounts and records, accounting terminology, procedures, routines, and equipment.
- Knowledge of business mathematics and English.
- Advanced Microsoft Excel Skills preferred.
- Ability to type from clear copy or rough draft at a moderate rate of speed.
- Ability to understand and follow complex oral and written directions.
- Ability to operate a computer terminal at a reasonable rate of speed.
- Ability to maintain effective working relationships with employees and with the public.
- Ability to operate a 10 key calculator efficiently.

Desired Minimum Qualifications

- A Bachelor's degree from an accredited college in a related field such as accounting, business administration, or public administration.
- Five (5) years of experience in analyzing, reconciling, balancing, and maintaining standard governmental accounting records and preparing audited governmental financial reports.
- One (1) year of supervisory experience in a finance/accounting role; or an equivalent combination of training, education, and experience.
- The Village Manager at his discretion may choose to mitigate education requirements with experience.

Tools And Equipment Used

- Computer including word processing, Excel spreadsheets, databases, 10-key calculator; telephone; copy machine and fax machine.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.