



Office of Human Resources  
City Controller - CV2125  
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### General Statement of Duties

Directs the Controller's Office which is composed of three divisions within the Department of Finance, establishes a multi-year vision and strategic plan for the organization, optimizes resource allocations, and ensures the organization accomplishes annual goals and strategic initiatives.

### Distinguishing Characteristics

There are three classes in the Financial Management Series (Financial Manager, Financial Director, and Financial Executive). The Financial Manager is a first level management class. A Financial Manager oversees work groups/areas within a division or agency and is generally responsible for supervising first or second line supervisors and/or individual contributors. A Financial Manager position is operationally and/or functionally focused.

The Financial Director is a mid-level management class. A Financial Director manages a division or agency and is generally responsible for supervising managers, supervisors, and individual contributors. A Financial Director position is operationally and/or functionally focused as well as strategically focused.

The Financial Executive is the highest level of management class in the city other than appointees or elected officials. A Financial Executive directs multiple divisions and is generally responsible for supervising directors, managers, supervisors, and individual contributors. A Financial Executive position is strategically focused.

The City Controller is a one incumbent class. The City Controller directs multiple divisions and is generally responsible for supervising directors, managers, supervisors, and individual contributors. The City Controller position is strategically focused.

### Level of Supervision Exercised

Directs multiple divisions of a department by supervising directors, managers, supervisors, and other staff members.

### Essential Duties

Directs three divisions that are responsible for city-wide accounting and financial reporting, payroll, and financial services. Serves as the final authority for interpretation of city accounting, payroll and financial reporting policies and practices.

Formulates, implements, and enforces city-wide accounting policies, procedures, and internal controls and ensures the integrity of the city's financial operations and compliance with all legal requirements and standards.

Coordinates work with other accounting divisions/work groups by assuring conformity with professional and institutional standards and guidelines for municipal accounting, auditing, and reporting. Provides advice and direction on difficult and/or unusual accounting and reporting issues and reviews the propriety of major transactions.

Directs the preparation of internal audits of financial transactions and internal controls to measure accuracy, timeliness, and compliance and provides financial reports to city leaders.

Establishes the long term vision and strategic plan for the organization in conjunction with the appointing authority and other executives, directors, and managers while integrating the perspectives of policy makers and elected officials into plans.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Manages the development and implementation of the organization's goals, objectives, policies, and priorities that enables employees and the organization to be successful now and in the future.

Creates overall organizational design and optimizes resource allocations based on the long term vision of the organization and available financial resources.

Provides leadership and direction to directors, managers, and staff members to ensure the continued development and management of an efficient organization. Establishes effective decision making processes that achieve goals and objectives.

Resolves complex issues with multiple internal and external stakeholders which add value to the overall management of the organization.

Represents the department in meetings with elected and/or appointed officials and other city entities. Serves as the city representative with a variety of public, business, and community organizations and fosters collaborative relationships to the benefit of the organization.

Ensures divisions/department accomplish annual work plans, strategic initiatives, and performance standards.

Creates and promotes a positive, inclusive work environment that supports consistency throughout the organization's strategic and operational methods.

Oversees the financial status of the organization including developing long and short range financial plans.

Monitors the budget to ensure sound financial controls are in place.

Sets financial priorities to ensure the organization is operating in a manner that supports the city's financial goals.

Selects, trains, develops, and evaluates subordinate staff.

Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### **Knowledge & Skills**

None

### **Education Requirement**

Bachelor's Degree in Business Administration or a related field based on a specific position(s).

### **Experience Requirement**

Five (5) years of experience at the type and level of Director.

### **Education & Experience Equivalency**

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

Possession of one of the following: Certified Public Accountant, Certified Government Financial Manager, or Certified Public Financial Officer.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Work is broad in scope and involves significant accountability and decision making responsibilities.

Pressure due to multiple calls, inquiries, and conflict.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

### **Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.  
Eye/hand/foot coordination: performing work through using two or more.  
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check  
Education Verification  
Employment Verification  
Licensure/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** V-820  
**FLSA Code:** Y  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:**  
**Revised By:**  
**Class History:**