



## **Comptroller/Finance Director**

Reports to: Executive Director/CEO

Department: Executive Offices

Classification: Comptroller/Finance Director

Date: 1/30/15

Supervises: Contracted accounting services and other employees as assigned.

### **JOB FUNCTION:**

The Comptroller/Finance Director performs professional and administrative accounting duties in coordinating and maintaining the Authority's accounting program to include treasury, budget, payroll, and financial reporting and supervises assigned fiscal support and professional staff. Responsibilities include performing complex accounting activities such as preparing the Annual Financial Report and coordination of the annual audit.

### **ESSENTIAL FUNCTIONS:**

Performs duties in maintaining the central accounting function to include payroll, accounts payable and receivable, general ledger, banking and investment activities, cashiering, and other activities.

Prepares the Comprehensive Annual Financial Report (CAFR), including submission for Government Finance Officers Association award and coordination of the annual State Examiner's audit.

Provides assistance for annual budget compilation and other special information requests.

Prepares periodic reports to Federal and State agencies, Board, and departments, including required State schedules.

Reviews and audits financial work for accuracy and completeness and to detect and prevent errors.

Develops and oversees internal controls and accounting policies and procedures that ensure governmental accounting and legal compliance.

Maintains reasonable, predictable, and regular attendance during the standard work week.

Provides direction, counseling, training, performance evaluation, and discipline for subordinate employees.

### **KNOWLEDGE (position requirements at entry):**

- Accounting methods and principles in a municipal setting, to include Generally Accepted Accounting Principles (GAAP);
- Financial theories and principles;
- Laws and regulations governing area of assignment, to include Budgeting Accounting Reporting Systems (BARS) applications; and
- Budgeting methods and principles.

**SKILLS (position requirements at entry):**

- Applying Generally Accepted Accounting Procedures (GAAP);
- Assigning and monitoring the work of others;
- Interpreting and applying policies, procedures, laws and regulations;
- Researching and analyzing financial data and formulating sound conclusions;
- Problem solving;
- Paying attention to detail and accuracy;
- Preparing complex financial reports and statements;
- Using office equipment such as phones, typewriters, copiers, calculators and fax machines;
- Using computers and related software applications applicable to field;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;
- Communication, both oral and written, sufficient to exchange or convey information and to give or receive work direction.

**TRAINING, EXPERIENCE AND LICENSING REQUIREMENTS (Position requirements at entry):**

Bachelor's Degree in Accounting, Finance or related field and five years of related governmental accounting experience; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job. CPA or CMA certification is preferred.

Must be bondable.

**PHYSICAL ACTIVITY/REQUIREMENTS:**

Positions in this class typically require: reaching, mobility, fingering, grasping, talking, hearing, seeing and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*