



Hi-Desert Water District Classification Specification

Job Title: Controller
Job Grade: 15
FLSA Status: Non-Exempt
Date: August 31, 2016

JOB SUMMARY

Under direction of the General Manager or Chief Financial Officer, manages the Accounting Department including billing, customer service, payment processing, payroll, accounts payable, accounts receivable, construction and general accounting. Participates in performing professional accounting duties in the analysis, preparation and maintenance of financial records, statements and reports; supervises and directs the efficient and cost-effective operation of the District's financial systems; ensures appropriate financial controls and security measures are in place to safeguard District funds; participates in the development of the annual budget; ensures that functions meet all applicable laws, regulations and District policies; performs complex and difficult financial and accounting analyses; performs other duties as assigned.

SUPERVISION RECEIVED / EXERCISED

Receives general direction from the General Manager or Chief Financial Officer. Exercises general and direct supervision over assigned staff.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Provides direction and supervision for the Accounting department. Plans, organizes, controls and integrates the work of assigned staff to achieve annual goals, objectives and work standards in accordance with Board policies.
- Organizes the District's accounting and outside audit activities. Provides for procedures and information systems that provide adequate internal accounting and financial controls, and maintain proper records, budget projections and forecasts.
- Responsible for performing and/or overseeing all District accounting functions including payroll, accounts payable, accounts receivable, general ledger, banking, petty cash, audits, utility billing, and budgeting assuring compliance with state and federal laws.

- Assists the General Manager or Chief Financial Officer and participates in formulating and making recommendations on the policies, procedures, projects and schedules necessary for the orderly and lawful financial operation of the District.
- Conducts a variety of studies and surveys to determine the effectiveness of District programs.
- Compiles and analyzes data for creating and delivering reports and presentations. Attends and participates in Board of Directors meetings. Presents reports, financial statements, and the District's annual budget. Provides financial input on interdepartmental projects.
- Ensures resolution of customer complaints; communicates with customers in a courteous and professional manner.
- Prepares requests for proposals or qualifications, and specifications for banking, auditing, legal and other related services.
- Applies for or assists with applications for grants, and administers grant funds.
- Communicates with all employees to advance the District's mission, goals, and strategic plan. Performs additional duties as assigned.

JOB SPECIFICATIONS

Knowledge of:

- Principles and practices of public administration, management, supervision, training and performance evaluation.
- Principles and practices, methods and procedures of budgeting, accounting, analysis, fiscal planning and control.
- Pertinent federal, state and local laws, regulations, ordinances, and legislative processes controlling special district functions, programs, and operations.
- Generally Accepted Accounting Principles (GAAP), Government Accounting Principles, and the Government Accounting Standard Board's (GASB) requirements.
- Advanced principles, practices and terminology of general fund and enterprise accounting, including financial statement preparation and methods of financial control and reporting.
- Principles and practices of auditing and internal control, cash management, budgeting, cost estimating and contract administration.
- Advanced operation and use of standard spreadsheet, database and presentation software; computer operations as related to internal controls, financial and billing systems; modern office procedures methods and equipment.
- Organization, operations, and problems of special districts.
- Information, billing, and accounting systems.
- Risk management and insurance.
- Principles and practices of grant acquisition and administration.
- Safe work practices.

Skills and Abilities:

- Exercise leadership, authority, and supervision tactfully and effectively
- Evaluate and make recommendations on improvements to existing District operations, programs,

and services

- Plan, organize, coordinate, and direct the work of staff to meet program goals
- Provide leadership and guidance to District employees
- Prepare and administer a District budgeting and fiscal control process
- Prepare concise and comprehensive reports
- Create and deliver sophisticated public presentations
- Organize, analyze, and evaluate complex data and financial reports
- Translate organizational goals into effective financial and administrative programs
- Plan, organize, coordinate, and direct the financial and budgeting functions of the District
- Interpret and implement State and Federal laws and regulations
- Maintain and operate financial and accounting systems and procedures
- Operate Microsoft Excel at an expert level, and operate Word, Outlook, and PowerPoint at an advanced level

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Physical Demands

- Work in an office environment with some exposure to dust, dirt and hazardous materials.
- Work at a desk for extended periods of time. Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight such as large binders, books, and small office equipment up to 15 pounds; hearing and vision within normal ranges with or without correction.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-on-one and group settings; regularly use a telephone and two-way radio for communication.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Use office equipment such as computer and keyboard, copiers, and fax machines; look at computer monitor for extended time periods.
- Travel by vehicle while conducting District business.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed government officials, media representatives, business and community leaders, employees, financial institutions, consultants, vendors, the public and others encountered in the course of work.

QUALIFICATIONS

Education, Training and/or Previous Work Experience

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- Bachelor's degree in Accounting, Business or Public Administration, Finance or related field from an accredited four-year college or university.

- At least five (5) years of progressively responsible experience working in an accounting or finance department along with a minimum of two (2) years of managerial or supervisory experience. Governmental accounting work experience highly desirable.

License / Certificate:

- Possession of a driver's license, issued by the State of California and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.
- Licensed as a Certified Public Accountant highly desirable.

Other requirements:

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.