

CITY OF HELENA



Position Title: City Controller/Treasurer **Department:** Admin Services/Accounting

Position #: 14606

Grade: 152

EEO Category: (02) Professionals

FLSA: Exempt

EEO Function: (01) Financial Admin

Work Comp Code: 8743

DEFINITION

Under general direction, plans, coordinates, directs, manages, and oversees the activities and operations of the Accounting Division within the Administrative Services Department.

SUPERVISION RECEIVED

Under general direction of the Administrative Services Director

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical and clerical staff in the division

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develops and implements goals, objectives, policies, priorities and work plans for the Accounting Division within the Administrative Services Department;

Selects, trains, motivates and evaluates assigned personnel;

Provides technical and clerical staff support to the Administrative Services Director, Budget Manager, and Customer Services Supervisor;

Develops and maintains the accounting systems for the City in compliance with statutory provisions and Generally Accepted Accounting Principles (GAAP);

Plans, recommends, and monitors fiscal and compliance internal controls for the City-as-a-Whole;

Provides for timely periodic and special financial reports and statements;

In partnership with other City Departments and Divisions, provides financial analysis and reports for Project Management;

In partnership with the Budget Manager, establishes and maintains the chart of accounts and fund structure for the City;

Produces the Comprehensive Annual Financial Report with content and form necessary to receive the Certificate of Achievement for Excellence in Financial Reporting;

Arranges for the independent annual audit and provides supplemental reports and summaries as requested by the auditors in order to cost effectively support audit efforts;

Provides debt financing analyses as needed to support City operations;

Oversees the sale, issuance, recording and payments of debt, including lease purchases, loans, and bonds;

Provides for the appropriate debt service reserves, budgets and payments;

Monitors arbitrage requirements, and provide for appropriate arbitrage reporting; and

Monitors the City's debt capacity and debt defeasance potential.

Works regularly with information that is sensitive or restricted, requiring the highest degree of discretion and integrity.

OTHER JOB RELATED DUTIES

May act as department head in the absence of the Administrative Services Director;

Assists in the preparation of the City's Annual Budget through the preparation of specific budget sections;

Performs other duties and assumes other responsibilities as apparent or assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The principles, methods and practices of municipal financing and budgeting;

Proper financial internal controls and review and implementation thereof;

Modern office practices and procedures and of standard office and computer equipment;

The approved principles and standard practices of generally accepted accounting and reporting;

Research methods and techniques;

Governmental Accounting Standing Board statements and federal and state financial reporting regulations; and

City, State and Federal rules, polices, procedures and applicable methods for compliance.

Skill to:

Implement good supervisory practices;

Train staff in work procedures;

Analyze, review balances, interpret and reconcile financial report and transactions;

Maintain and implement proper internal controls and perform city-wide compliance testing;

Prepare clear, concise and complete financial report, statements, audit reports and work papers; and

Make mathematical and statistical calculations.

Ability to:

Maintain a favorable, effective, and cooperative work relationship with all employees, department heads, officials and the public;

Ability to cont.:

Prepare reports in a complete, accurate and timely manner;

Communicate effectively both orally and in writing;

Establish sound priorities on work assignments so as to assure an orderly and timely work flow for financial systems throughout the City;

Keep abreast of new and improved financial and other special reporting methods;

Plan and manage the work of accounting personnel through planning, organizing, motivating and evaluating performance objectively.

Physical Demands

Ability to lift and carry up to 10 pounds regularly and on occasion up to 50 pounds;

Ability to perform body movements applicable to records management and an office environment;

Possession of hand/eye coordination adequate to operate a computer and calculator, and operate a vehicle;

Ability to talk and hear in person and by telephone; and

Ability to see and read instructions, spreadsheets, reference materials and computer reports.

Work Environment

Majority of work is performed in an office environment;

Outside work is performed in an environment where hazards are controllable

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of progressively responsible experience emphasizing governmental budget, finance and/or accounting, including 3 years of administrative supervisory experience.

Training:

Bachelor's degree in Accounting, Business or Public Administration. Emphasis on governmental budget, finance and/or accounting. Master's degree is desirable.

License or Certificate:

Possession of a valid driver's license. Possession of or ability to obtain CPA or CPFO.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____