



Job Description

Comptroller

Pay Grade: G12

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum five (5) years of experience in professional accounting work in a computer-based system with supervisory experience.

Minimum Education Requirements: Bachelor's Degree in Accounting or a related field.

Department: Financial Services.

Direct Supervisor: Finance Director.

Supervisory Responsibility: Direct (3); Indirect (x)

Primary Work Location: Works inside in an office setting.

Certification: Valid State of Florida driver's license, CPA or CGFM/CGFO Designation preferred.

Job Summary: Responsible either directly or in a supervisory role for all activities of the City's accounting division and ensures the City's Financial Statements are fairly presented. This includes directly calculating information for inclusion; reviewing information submitted by both direct reports and others, and assisting, with the determination of what information needs to be included and how it should be calculated/presented.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Perform pre-audit of various accounting activities. Coordinate and oversee annual audit; prepare and review all work papers and schedules for preparation of CAFR, in accordance with Generally Accepted Accounting Principles (GAAP) and statements and pronouncements of the Governmental Accounting Standard Board (GASB).
- Balance and reconcile various accounts and ledgers of all City funds.
- Maintain the City's fixed (capital) asset inventory system, prepare journal entries and update fixed (capital) asset system in accordance with Generally Accepted Accounting Principles.
- Responsible for recording and integrity of all accounting transactions for City funds.
- Prepare regular and special financial and statistical statements and reports of a complex nature.
- Supervise professional staff and other accounting personnel as may be identified.
- Assist direct reports in the completion of their work if a higher degree of knowledge is necessary or a critical decision is required.
- Test and monitor accounting systems used by the City for financial transactions.
- Formulate and recommend accounting policies and makes recommendations to improve existing accounting system.
- Prepare bond, interest, and investment schedules and statements; manage daily cash flow records and transactions, and responsible for debt management, including leasing.
- Access, input, and retrieve information from a computer using word processing, spreadsheet, financial accounting and database software.
- Establish, assign, and maintain accounts, as mandated by the Uniform Account Code issued by the State of Florida.
- Prepare adjusting and closing entries and approves journal entries.



Job Description

Comptroller

Pay Grade: G12

- Assist in forecasting revenues and expenditures; assist in budget development and in the preparation of other financial documents and records.
- Ensure timeliness and accuracy of financial statements.
- Supervise accounts payable, senior accounting technician, Payroll Accounting Specialist, and Accounting coordinator positions.
- Ensure timely completion of month end close payroll and accounts payable.
- Prepare numerous audit schedules.
- Review and approve city wide purchase requisitions.
- Monitor CIP spending.
- Attend meetings and training sessions for continuing education.
- Work closely with external auditors.
- Complete special projects - new banking credit card machines, building surcharge refunds, and proper general ledger accounts.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Governmental accounting, purchasing, finance, auditing and expenditure control systems and procedures.
- Office practices and procedures, equipment and standard techniques as applied to the maintenance of government accounting systems.
- Applicable laws, regulations, procedures and processes governing the receipt, custody and expenditure of monies of a municipality.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Proficient in Excel.
- Follow and relay complex oral and written instructions, policies and procedures.
- Basic math skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Access, input, and retrieve information from a computer.
- Plan, organize and supervise the work of professional staff and other accounting personnel.
- Prepare special and regular financial and statistical reports.
- Establish and maintain effective working relationships with subordinates and employees, officials and the general public.



Job Description

Comptroller

Pay Grade: G12

Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



Job Description

Comptroller

Pay Grade: G12

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date