

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 262

CONTROLLER

GENERAL

Professional and administrative position supervising and coordinating accounting, payroll, accounts payable and financial reporting.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serves in the absence of the Finance Director and assumes responsibilities including daily cash management, investing, transmittals of CDBG SHIP, CRA's reimbursements, and sales tax payments, etc.
- Responsible for a significant portion of the schedules, financial statements, notes to the financial statements for the annual CAFR and assembling the data on the external auditor's list of schedules for the external audit.
- Provides technical assistance to staff involving financial reporting, payroll, accounts payable, fixed assets, purchase orders, community redevelopment agencies ("CRA"), special funds, grants and other departments.
- Reviews the CRA's monthly financial statements and assists the independent auditors with the annual CRA audit. Prepares written procedures and is the liaison with the CRA department. Coordinates accounting activities and reviews payment over \$50,000.
- Prepares the CRA's annual financial statements and notes to the financial statements in conformity with the new GASB requirements.
- Processes accounting for investments, debt activities, arbitrage calculations, fund balances, and contributed capital.
- Evaluates policies, programs, operations and implements and enforces internal accounting control.
- Prepares the Finance Department's annual budget and attends the budget meetings and hearings.
- Reviews IRS rules and regulations with payroll department.
- Keeps abreast of GASB, AICPA, GFOA pronouncements and technical bulletins.
- Analyzes and evaluates procedures, recommends and implements changes.
- Reviews and approves new general ledger accounts and new divisions.
- Ensures compliance with various City contracts including agreements with the Federal Aviation Administration and Broward County
- Reviews quarterly fixed asset and department of justice grant reports.
- Supervises, trains and evaluates professional and clerical staff.
- Serves as back up for Accountant and Accounting Systems Analyst.
- Provides the Utilities division with schedules for the annual rate study.
- Performs other related work as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of computers, fund accounting and financial reporting. Ability to analyze financial data and prepare reports. Ability to implement methods, procedures, forms and record systems. Ability to communicate effectively both orally and in writing. Ability to train and supervise others.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting. Certification as a Public Accountant. Considerable experience in financial administration and accounting at the supervisory level with experience in governmental accounting.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. The noise level in this work environment is usually quiet in an inside office setting.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 02/04

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.