

CONTROLLER

DEFINITION/PURPOSE: Performs advanced accounting work in establishing and maintaining the Authority's fiscal records; plans, organizes and provides direction and oversight for major functions of the Finance Department including accounting, financial management, reporting and budget functions. Assists the Finance Director in all finance related functions. Responsible for overall quality control and internal audit function of the Agency.

DISTINGUISHING CHARACTERISTICS: This classification will have the primary day-to-day responsibility to perform a broad range of professional accounting and audit work with minimal supervision. The position is responsible for analyzing the general ledger and ensuring entries are properly recorded; and the grant and budget reporting for the numerous and varied programs of the Authority. The classification handles the most difficult and complex routine and non-routine professional accounting of the agency. It is distinguished from the Accountant class by the depth of knowledge and experience required in performing the most difficult and complex accounting of the agency, and the responsibility for internal audits. It differs from the Finance Director in that it does not have the overall responsibility for the planning, organizing, and directing of the fiscal program of the Authority.

SUPERVISION RECEIVED AND EXERCISED: Under direct supervision and general direction of the Finance Director. Provides direct and general supervision to accounting personnel of the Finance Department.

ESSENTIAL JOB FUNCTIONS: Duties may include, but are not limited to, the following:

- Evaluate the effectiveness and efficiency of practices and procedures; draft policy and procedure recommendations. Recommend and implement new accounting processes and systems.
- Maintain the chart of accounts and ensure consistency across all entities.
- Manage general ledger account reconciliations, including intercompany account reconciliations.
- Monitor investments and funds; initiate fund transfers; maintain investment records; prepare journal entries and give status reports.
- Grant analysis; request grant funding and monitor costs and requests for reimbursement.
- Establish and oversee internal quality assurance process spanning multiple departments, based on the Agency's mission, philosophy, and outcome standards of the Agency. Assure accuracy, timeliness of required financial information, and protection of assets.
- Ensure financial and budget operations, procedures, and internal controls are in compliance with Housing Authority (agency) policies, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) standards, and Department of Housing and Urban Development (HUD) guidelines through research and analysis on technical accounting issues.
- Prepare, review, and present staff reports, various management and information updates and reports on special projects as assigned by the Finance Director. Design and develop new reports as needed.
- Assist the Finance Director in coordinating all audits, including annual financial audits, granting agency audits, and self-monitoring audits.
- Prepare financial statements, trial balances and other financial and statistical reports. Prepare year end closing entries and coordinate preparation of financial statements. Make electronic submissions to federal, state, other outside agencies, and grant sources.
- Conduct periodic reviews of records and outstanding accounts. Prepare proposed write-offs of uncollectible accounts.
- Review the maintenance of inventory records. Coordinate annual physical inventory of assets and reconciliation of asset values to general ledger; prepare proposed write-off records as required.
- Provide technical guidance and training to finance staff. Provide input as part of staff evaluation process. Respond to staff questions and concerns.
- Oversee agency expenditures to ensure compliance with the agency's budget, Procurement Policy and long term plans.

OTHER JOB FUNCTIONS:

- Act in place of the Finance Director, as assigned.
- May be required for office coverage in the absence of management staff.
- Open and close the Authority office, as assigned.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of: Thorough knowledge of advanced accounting principles, theories and practices. Thorough knowledge of governmental budgetary and financial reporting principles, theories and practices. Working knowledge of the laws and regulations, and accounting requirements governing financial operations of local governmental agency. Thorough understanding of computerized accounting software including the ability to create and maintain complex Excel spreadsheets to meet organizational needs. Strong knowledge of internal control systems and procedures.

Ability to: Analyze, evaluate, and solve complex budgetary and accounting problems. Prepare clear and concise accounting, budgetary, statistical and narrative reports. Establish and maintain an effective working relationship with others. Exercise judgment and discretion in maintaining confidentiality while dealing with clients, general public, and coworkers. Communicate effectively in English in written and oral expression. Assist in the design and implementation of computerized accounting systems. Interpret, apply, and explain complex laws, policies, procedures, rules and regulations. Adjust to changing workloads and assignments, manage multiple projects at one time, and work under deadlines. Exercise strong problem solving skills, and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.

Licenses and Certificates: Possession of, or ability to immediately obtain and retain, a valid California Driver License.

Physical Requirements/Work Environment – Must be able to sit for lengthy periods of time in an indoor environment; stretch, bend, and have the manual dexterity to operate keyboard equipment. Have the visual and auditory capacity to operate with the perception and discrimination required by the duties of the classification. Be able to lift 25 lbs.

Other - Employee will be requested to use his/her personal vehicle, reimbursed at the agency-authorized rate, in the performance of duties. If the employee agrees, the employee must show proof of and maintain automobile insurance coverage at or exceeding the minimums specified by agency policy.

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service (INS).
- Be bondable.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and acquire the abilities would be:

Experience - Five years of increasingly responsible experience in professional accounting work, preferably in a public agency. Experience in fund or governmental accounting and related reporting is desirable.

Education - A Bachelor's Degree from an accredited college or university with major course work in accounting, finance or business administration, or related field, or the equivalent.

The Housing Authority of the County of Santa Cruz is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.