ASHEVILLE, NORTH CAROLINA

Classification Specification

Controller
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to plan and manage the operations and staff involved in financial accounting and reporting for the City.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to Chief Financial Officer, City Manager, Mayor, and City Council as requested.

Manages various financial accounting and reporting functions: ensures adherence to established policies and procedures; ensures general ledger and all accounting activities comply with local, state and federal regulations and requirements and accepted accounting standards and principles; and develops, and implements process changes and improvements, policies, procedures, internal controls, and standards for procurement card transactions, sales tax accounting, fixed assets, grants, general ledger, reconciliations, and other accounting and reporting functions, to maintain compliance, to improve workflow, or to implement Governmental Accounting Standards Board updates.

Manages and maintains General Ledger: creates new funds, divisions, departments, organizations, object codes, accounts, and projects; determines appropriate actions/adjustments for variances; monitors accounts to ensure compliance with accounting standards; assigns and reviews balance sheet reconciliations; oversees monthly close of accounting system; reviews monthly reports; manages and performs year-end close; creates and ensures adherence to timelines; tests close procedures; runs system utilities; corrects errors; coordinates with Information Technology staff and vendor support regarding system problems and errors; analyzes general ledger and related financial data for reporting accuracy and to ensure compliance; approves and posts journal entries; determines year-end adjusting and conversion entries; and completes reversing and encumbrance entries as needed.

Manages and coordinates internal and external audit processes: runs data reports and gathers necessary information from City departments for auditor testing; serves as liaison to external auditors, including field work and final audit processes; prepares and submits quarterly progress reports and updates to the Audit Committee; coordinates with Chief Financial Officer and internal auditor regarding improvements to audit processes; evaluates adjustments, internal control issues, and other findings identified by auditors; and develops and implements related process changes.

Manages and participates in the preparation, review and submission of financial reports for internal management, auditors, and state and federal agencies, such as Annual Single Audit - Schedule of Federal and State Awards (SEFSA), Annual Financial Information Report (AFIR), Powell Bill Expenditure Report, Powell Bill Municipal Street Report; assists with grant reporting; prepares reports and other analysis for City departments as requested; prepares monthly reconciliation reports for debt and investments; prepares, reviews, and submits quarterly financial statements and schedules, sales tax returns and other financial reports and forms as needed.

Provides technical expertise and assistance to City departments and external individuals: coordinates with City staff to ensure proper allocation of funding, internal transfers are correctly recorded, and correct accounts are in place for new activities; coordinates general ledger activities, such as debt issuances, cash management, proper allocation of accounts payable and accounts receivable payments, and resolves accounts payable and accounts receivable and payroll issues; provides information and guidance, answers questions, and recommends solutions to City departments regarding accounting issues and questions, procedures and internal controls, sales and use tax law and other complex accounting and reporting issues; and prepares reports and gathers information for external individuals as requested.

Develops and implements Financial Reporting Division budget: makes recommendations and forecasts regarding expenditures and revenues, including staffing, equipment and supplies, capital improvements, and service provision; monitors expenditures to ensure compliance with approved budget; reviews and approves purchase requisitions; and maintains related financial records and documentation.

Performs related duties in support of department operations: performs accounting entries for debt and investments; performs and supervises department tasks and reconciliations as requested; assists with software updates and implementations; researches financial records, statements, tax laws and regulations; maintains department records retention program; and receives and responds to questions from the public.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to government accounting and financial reporting; monitors local, state, and federal regulatory and legislative developments and changes impacting accounting and financial reporting activities; reads

professional literature; maintains professional affiliations; and facilitates and attends meetings, workshops, conferences, and training sessions as required.

Communicates with City officials, supervisor, subordinates, other City employees, financial advisors, vendors, brokers, attorneys, underwriters, banking personnel, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, CAFR notes, schedules, and statements, AFIR, journal entries, grant reimbursement requests, account reconciliations, financial reports and analysis, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Master's Degree in Accountancy or a related field required; supplemented by five years of experience in government accounting and financial reporting, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain the following additional certifications or licensures: Certified Public Accountant and Certified Public Finance Officer.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data

and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.