



Marina Coast Water District

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CONTROLLER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and reviews the work of staff performing difficult and complex professional, technical and office support related to all programs and activities of the Finance Division; monitors the financial performance of the District; develops and implements investment plans to ensure appropriate cash flow; tracks annual operating and capital improvement budgets of the District; maintains ledgers and financial records of the District; coordinates and provides schedules for the annual audit; administers current and long-range planning activities; provides highly complex and responsible support to the Director of Administrative Services in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Administrative Services. Exercises direct and general supervision over professional, technical, and office support staff.

CLASS CHARACTERISTICS

This is a mid-management classification that manages financial activities, including accounting functions, budget preparation and management of the District's cash and investment funds. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Finance Division in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the Director of Administrative Services in that the latter has overall responsibility for all functions of the Department and for developing, implementing and interpreting public policy.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages and participates in the development and implementation of goals, objectives, policies and priorities for the Finance Division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

- Plans, manages, and oversees the daily functions, operations, and activities of the Finance Division, including accounting functions, budget preparation, and management of the District's cash and investment funds.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of Finance Division programs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director of Administrative Services.
- Manages and coordinates the work plan for the assigned division; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Participates in the selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Monitors the financial performance of the District including preparation of monthly reports for senior management, finance committee, and the Board of Directors.
- Reviews and oversees accounting functions including accounts payable, accounts receivable, capital asset accounting, cash and investment accounting, payroll, and grants.
- Prepares and reviews the operating and capital improvement budgets.
- Prepares and reviews the District's statement of revenues and expenses for submission to the Board of Directors.
- Conducts internal audits, reviews records, financial statements, documents, and reports to ensure accuracy, completeness, and compliance with established requirements, procedures, and principles; provides schedules and information to external auditors.
- Determines cash flow requirements; researches investments and makes appropriate investments in accordance with policy.
- Manages the District's cash and investment funds; invests District funds while conforming to all statutes governing the investments of the District.
- Provides highly complex staff assistance to the Director of Administrative Services; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Finance Division programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of Finance; research emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Manages and executes special projects as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to assist individuals with disabilities to perform the essential functions.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Principles and practices of governmental accounting, including cost, debt, grant, and project accounting.
- Principles, practices, laws, and regulations governing the investment and management of public funds.
- Financial statement preparation and methods of financial control and reporting.
- Debt administration, including revenue bonds and certificates of participation.
- Applicable Federal, State, and local laws, codes and regulations concerning the financial operations of the District.
- Principles and practices of contract administration and evaluation.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs of the assigned division.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the financial operations of the District.
- Safety principles and practices.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability To:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, schedule, assign, review and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations and ordinances.

- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Perform complex mathematical and statistical calculations and analyses.
- Effectively represent the division and the District in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience

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

Equivalent to graduation from an accredited four-year college or university with major coursework in Finance, Accounting, Business Administration, or a related field, and five (5) years of experience performing professional accounting duties, preferably in a public agency, including two (2) years of supervisory experience.

Licenses or Certifications

Possession of a valid California Class C Driver's License with satisfactory driving record.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry computer and other equipment, reports and records that typically weigh less than 20 pounds.

Environmental Conditions

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Working Conditions

May be required to work on evenings, weekends and holidays.

FLSA Status: Exempt not eligible for overtime

Bargaining Unit: Teamsters Local 856