



City of Irving Job Description

Controller

FLSA Status:	EXEMPT	Job Department:	Financial Services
Job Code:	F021	Reports To (Job Title):	Finance Director

PURPOSE

This position is responsible for providing oversight to Audit, the Purchasing division, as well as, providing supervision of accounting operations, including: the maintenance of the general ledger; production of monthly and annual financials; payroll and accounts payable processing; accounting system support; and, establishment of financial policies and procedures designed to mitigate risk and enhance the accuracy of the reported financial results.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Supervise and manage the productivity of day-to-day activities of accounts payable, invoicing/billing and payroll.
- Answer and research accounting system questions/issues.
- Organize, assign, direct and review work of staff, which includes: establishing workload performance objectives and measurements; conducting performance reviews; and, addressing complaints and resolving issues.
- Oversee monthly financial reports development.
- Oversee the annual audit process – including work paper preparation, audit meetings, coordination of external resources, management letter responses and updates, and agreed upon procedures – as well as preparation of Comprehensive Annual Financial Report.
- Research technical accounting pronouncements and coordinate implementation in the City’s financials.
- Oversee preparation and timely filing of reports to third parties and regulatory entities (SEC, GFOA, IRS, TWC, TMRS, etc.).
- Establish and update financial policies and procedures.
- Review and approve grant reimbursement reports to grant agencies.
- Coordinate budget and purchasing related issues with Budget and Purchasing staff.
- Administer contracts for external audit and EMS billing and collections.
- Prepare account reconciliations and review staff-prepared reconciliations.
- Coordinate Finance and Information Technology initiatives.
- Participate in citywide process improvement initiatives.
- Oversee preparation of special analyses for City Manager and City Council as needed.
- Serve as staff support to CFO for Audit and Finance committee.

OTHER DUTIES AND RESPONSIBILITIES

- Serve as back up for Accounts Payable Processing, Purchasing Card payment transmission and journal processing, Vendor Maintenance Form.
- Prepare monthly and annual financials for Dallas Regional Mobility Coalition
- Prepare and submits annual Bond Continuing Disclosure information.
- Coordinate Open Record Requests relating to Financial Services.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 15-25 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Oversight of revenues (\$315 million) and expenditures (\$309 million) for all funds, including financials, reconciliations and analyses.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree in Business, Accounting, or Finance.

EXPERIENCE

- Seven (7) years of related experience, including four (4) years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Certified Public Accountant

KNOWLEDGE OF

- Accounting: Principles and practices including internal controls, cash management, general ledger, accounts payable, and accounts receivable.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Municipal Operations: Current social, political, organizational, and economic trends affecting municipal government.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, and filing and records management systems.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite.
- Governmental Accounting Standard Board (GASB) Statements and GAAP and their application.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, documents, and ideas.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Mechanical/Technical: Safely operating diverse office equipment including computers, copiers, fax machines, calculators, and telephones.
- Service Orientation: Actively looking for ways to help people.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.

GUIDANCE RECEIVED

Departmental Goals and Priorities

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

CONTACTS

Provides assistance to staff in all departments and serve as contract liaison with vendors.

EQUIPMENT AND PROPERTY

This position utilizes a computer copiers/printers/faxes, and calculators.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is required to balance, carry, kneel, lift, listen, see, sit, stand, talk and walk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

No unique work environment characteristics. The noise level is usually low.

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.