



Job Description: City Controller

The City Controller reports directly to the City Administrator. The City Controller is the keeper of the City of Tool's accounting and regulatory compliance. The Controller is responsible for managing financial actions and regulations, insurance, all tax reporting, and federal income taxes, along with audits from third-party CPA firms. They are often involved in detailed tasks that exceed their bookkeeping skills. In some environments, their duties extend to project management and other functions beyond accounting, such as compliance, bid processing, grant management, etc. The Controller is also responsible for the ensuring the accuracy and reporting of the City's reported financial results and ensuring that reported results comply with the Governmental Accounting Standards Board.

The City Controller is responsible for overseeing financial statements including balance sheets, invoices, accounts payable and accounts receivable. Their duties include compiling financial reports based on financial statements and implementing policies and procedures for financial reporting.

The Controller will ensure the city maintains updated, accurate financial records for past, present and future reference. They work closely with the City Administrator and City Secretary to identify areas to reduce costs and liabilities against the city. This position also reviews financial statements to determine the organization's financial health and take action accordingly. They will also be responsible for monitoring payroll documents to ensure employees receive the correct amount per pay period. This position also provides highly responsible and complex administrative support to the Mayor, City Council and City Administrator.

Roles within the City

- The City Controller also serves in the following capacities:
 - Payroll Expert
 - Financial Advisor
 - Financial Consultant

Educational Requirements

- High School diploma or equivalent

Experience Requirements

- Efficient in QuickBooks
- 10+ years of overall combined accounting and finance experience
- CPA or CMA preferred
- Thorough knowledge of accounting principles and procedures
- Exceptional knowledge of finance, accounting, budgeting, cost accounting and cost control principles, and Governmental Accounting Standards Board (GASB)
- Understanding of applicable laws and regulations.
- Understanding of economic principles, financial markets, and banking.
- Understanding of financial data analysis and reporting.
- Knowledge of payroll, accounts payable, accounts receivable, balance sheet and trial balance functions.
- Knowledge of federal regulation on taxes and reporting.



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- Maintains and enforces a documented system of accounting policies and procedures.

Essential Duties and Responsibilities

- Prepares and presents staff reports and other necessary correspondence.
- Leads finance work, including budget preparation, adopting the tax rate, etc.
- Coordinating and directing the preparation of the budget and financial forecasts and report variances
- Preparing and publishing timely monthly financial statements
- Manage and leads all aspects of accounting including, but not limited to billing, financial statements, general ledger, cost accounting, payroll, accounts payable, accounts receivable, budgeting, tax compliance, inventory accounting, cost accounting, revenue recognition, and various special analyses
- Oversees payments of all accounts; ensuring all accounts are paid on time
- Process accounts and collecting payments
- Manages Short-Term Rental Quarterly hotel taxes, permit fees, etc.
- Oversee all payments made for debts, bank loans, and other large quantities of money
- Monitor cash and funding balances
- Keep an organized filing system of all accounts, statements, transactions, payments, and debts
- Prepare monthly/quarterly/annual financial reports
- Manage the quarterly/annual budgets and forecasts
- Advises on financial analyses and decision-making regarding capital investments, pricing, contract negotiations, significant costs, benchmarks, and other matters with management with respect to the City Administrator
- Oversee the accounting operations of subsidiary organizations and groups, especially their control systems, transaction-processing operations, and policies and procedures
- Organize information and statements for audits and both internal and external auditors
- Define, benchmark and implement operational best practices
- Comply with all local, state, and federal laws regarding finances, tax filings, and reporting
- Prepare financial documents such as business reports, financial forecasts and statements to understand the financial state of business
- Monitor City's financial reports and determine ways to reduce costs while maximizing efficiency
- Keep up to date on the financial market to understand how to maximize profits and find new expansion areas
- Recommends benchmarks that will be used to measure the City's performance
- Prepares the annual budget and forecasts; reports significant budget differences to management
- Provides financial analysis, with emphasis on capital investments, pricing decisions, and contract negotiations
- Works with external auditors and provides needed information for annual audits
- Ensures compliance with local, state, and federal government requirements

Required Knowledge/Skills/Abilities

- Knowledge
 - Planning, directing and coordinating all accounting operational functions
 - Coordinating and preparing internal and external financial statements



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- Providing management with information vital to the decision-making process
- Managing the budget process
- Assessing current accounting operations, offering recommendations for improvement and implementing new processes
- Evaluating accounting and internal control systems
- Evaluating the effectiveness of accounting software and supporting database, as needed
- Developing and monitoring business performance metrics
- Overseeing regulatory reporting, frequently including tax planning and compliance
- Skills
 - Strong numerical proficiency,
 - Excellent use of logic.
 - Excellent leadership skills and a big-picture method to approaching tasks.
 - Strong understanding of banking processes and financial data analysis
 - Working knowledge of national and local tax regulations and compliance reporting
 - Experience in managing and performing payroll, with focus on streamlining accounting processes
 - History of financial project management
- Abilities
 - Meet deadlines in a timely manner.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships with those contacted in the course of work including City employees and other government officials, community groups, the public and media representatives.
 - Be able to work night meetings, weekends, etc.
 - Work may occasionally require travel, including over-night stays, involving training and conducting City business.
 - Must be able to handle stressful situations.
 - Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use stepstools and stepladders to store and retrieve items of various sizes, shapes and forms weighing up to 40 pounds.
 - Excellent written and verbal communication skills.
 - Excellent organizational and time management skills.
 - Proficient in accounting and tax preparation software.
 - Proficient in Microsoft Office Suite or similar software.
 - Issue timely and complete financial statements
 - Coordinate the preparation of monthly and annual budgetary reports
 - Recommend benchmarks against which to measure the performance of organizational and city operations
 - Calculate and issue financial and operating metrics
 - Manage the production of the annual budget and forecasts
 - Calculate variances from the budget and report significant issues to the City Administrator
 - Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations



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Working Conditions

- Office environment; travel from site to site; works with computers.
- Able to Work from Home on an as-needed basis
- Essential and marginal functions require maintaining physical condition necessary for standing or sitting for prolonged periods of time.

This is an Exempt position.

Employee Signature

Date

E.O.E. The City of Tool does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.