

## City & Borough of Wrangell

## Position Description

Position: Borough Controller	Type: Permanent, Full-Time
Department/Site: Finance	FLSA: Exempt
Evaluated by: Borough Finance Director	Salary Grade: 30

### **Summary**

Assists the Director of Finance in planning, organizing, directing, and coordinating centralized financial management and planning for all City functions and selected outside organizations. At the Direction of the Finance Director, manages financial services including, budgeting, treasury, public financing, liability and debt management, accounting operations, utilities and customer accounting, performance reporting, financial database management, accounting controls, and audit support. Directs and coordinates centralized contract review and administration, personnel, purchasing, and information systems.

### **Distinguishing Career Features**

The Controller is a senior management position responsible for exercises direction and control over Borough accounting and financial reporting function, including establishing and monitoring internal control over financial reporting and grants accounting and reporting compliance, and works with the finance director to disseminate accurate and timely accounting and financial information. Performs a full range of complex management, accounting, technical, administrative, supervisory and financial duties and provides overall planning, coordination and accountability for large complex projects. Assisting the Director of Finance with integrating accounting operations, audit, systems, and controls governing business transactions such as purchasing, contracts, and insurance. Advancement to this position is through promotion and compliance with the qualifications of the position.

### **Essential Duties and Responsibilities**

#### **Financial Services**

- Assists Finance Director with budgeting, contracts and negotiations, investment, insurance, cash flow, internal control and other duties as required. Serves as the Acting Finance Director as required.
- Coordinate with other departments, divisions, sections as appropriate to perform the duties and responsibilities of the accounting and financial reporting activities of the Borough.
- Maintain and troubleshoot the Borough's financial systems. Plan, test, and implement new or updated financial systems software, including data conversions if needed. Supervise and/or train Borough staff in the financial systems. Monitor application-level security.
- Executes cash disbursements for payment of expenditures of accounts payable, debt, and payroll in accordance with disbursement and accounting policies.

- Oversees the fiscal year-end accounting and closing tasks, audit preparation, the annual financial and single audits, other periodic audits within the division, and preparation of the financial statement and reports. Coordinate with the Assembly Audit Committee.
- Maintains up-to-date knowledge of laws and regulations governing public agency and capital financing strategies. Keeps current with developments and authoritative changes affecting the borough's accounting, financial reporting, grants compliance, and other financial activities. Research, interpret, apply and implement authoritative directives to which the Borough is subject.
- Monitor economic trends and new governmental accounting and financial concepts and techniques that affect the Borough. Provide expert accounting, financial and management advice to the Finance Director, and to the Administration and Assembly as needed.
- Prepares all grant reports as required by granting agencies and assures that all grant agency requirements are met in the administration of grant funds. Maintains grant folders in a manner that allows auditors easy access to grant documents.

#### **Human Resources, and Other Administrative Duties**

- Assists Finance Director in performing various HR related duties including oversight of payroll, PERS, SBS, annual step increases, grievances, union negotiations, employee performance standards, disciplinary procedures, employee recognition, employee recruitment and retention, employee continuity planning, and employee development.
- Assists in managing Borough wide-training and certification requirements
- Organizes and directs activities connected with employment, recruitment, and candidate selection processes. Assures compliance with recruitment policies and procedures.
- Serves as advisor to management and staff on matters such as performance management, skill development, general morale, and other employee relations matters. Evaluates human relations and work-related problems, recommending the most effective solutions.
- Communicates salary and benefit programs to employees. Ensures that employees get timely service on benefits matters.
- Assist in complex and sensitive administrative, operational and management analyses, studies, and researches projects including those involving City-wide issues, programs, policies and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various internal and external sources on a variety of assigned and specialized projects and topics. Studies problems and processes and makes recommendations to the Borough Manager including suggested changes in organization/management of City government and in types of service provided to City residents as requested.
- Aids Department Directors in matters assigned by the Finance Director.
- Attends and assists or represents the Finance Director and Borough at meetings when requested.
- Performs other duties as assigned by the Finance Director that support the overall

objective of the position and organization.

## **Qualifications**

### ▪ **Knowledge and Skills**

Requires advanced-specialized professional knowledge of the theory, principles, and procedures of accounting, auditing and financial management for governmental agencies. Requires in-depth knowledge of the principles and procedures used in budget preparation, accounting administration, and development of internal control. Requires in-depth knowledge of the external audit process including applying GAAP and federal grant laws and regulations and knowledge of generally accepted auditing standards.. Requires considerable knowledge of the laws and regulations governing financial transactions. Requires a working knowledge of insurance and insurability including risk-and-return analysis. Requires a working knowledge of centralized purchasing and material management functions. Requires advanced math skills to perform an array of business and statistical calculations. Requires well-developed skill with personal computer software sufficient to design and use spreadsheet and database models. Requires well-developed language skills to prepare business plans and complex reports seen by the public. Requires well-developed human relations skills sufficient to carry out negotiations, make formal presentations, conduct performance reviews, and communicate technical concepts to diverse audiences. Requires recent verifiable experience with operation of, and conducting research using, an enterprise-wide integrated financial management system and experience in maintaining an automated general ledger system.

### ▪ **Abilities**

Requires the ability to carry out all aspects of the position. Requires the ability to conduct complex analyses of accounting systems, financial reports, business opportunities such as grants and capital projects, investments, and on-going operations. Must be able to convert financial information and outcomes into reports of findings and conditions. Must be able to gather and analyze data and develop conclusions and recommendations. Must be able to develop projections using historical data and inferential methods. Must be able to think critically and creatively. Requires the ability to supervise, train, evaluate and motivate staff in a way that optimizes service. Requires the ability to plan, organize and prioritize complex and technical work processes in order to meet schedules and timelines. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

### ▪ **Physical Abilities**

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office and remote locations. Requires auditory ability to carry on large audience, ordinary, and telephonic conversations. Requires near visual acuity to read printed material, computer screens, and observe physical settings. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations and perform work.

### ▪ **Education and Experience**

The position typically requires a bachelor's degree in accounting, finance, business administration or a closely related field and eight years of experience in accounting systems and operations, treasury, financial reporting, or audits, including three years in a leadership capacity. Experience in governmental accounting is preferred. An active CPA or CMA certificate and/or a master's degree in business administration may substitute for some experience.

- **Licenses and Certificates**

CPA certificate desired. May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*