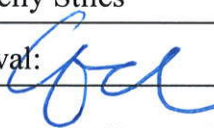
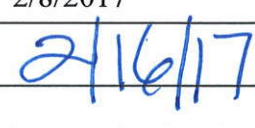


## CITY OF UNALASKA

### Position Description

|  |  |
|--|--|
| Job Class: <b>Exempt</b>   | Job Title: <b>Controller</b>   |
| Supervisor: <b>Finance Director</b>  | Department: <b>Finance</b>   |
| Wage Grade: <b>D63</b>   | Full Time/Part Time: <b>Full Time</b>  |
| Probationary Period: <b>6 months</b>   | Union: <b>Non-Union</b>  |
| DEPARTMENT REVIEW  |  |
| Submitted By: Nerahoo Hemraj   | Date: 2/8/2017   |
| Human Resources Review: Kelly Stiles   | Date: 2/8/2017   |
| Assistant City Manager Approval:  | Date:  |

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

#### SELECTION GUIDELINES:

**Formal application, rating of education and experience; oral interview, evaluation of writing samples, successful completion of pre-employment drug screening, and reference/background check.**

**The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

**This job description outlines the general requirements and duties of an exempt or professional level position with the City of Unalaska. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

When was the last time this position description was updated? Date: **March 2003**

What is the overall purpose and objective of this position (why does this position exist)? **This position is responsible for managing the accounting and financial reporting operations of the City of Unalaska. The position is also responsible for developing internal controls, reconciling investments and bank accounts, reviewing journals, monitoring the City's general and seven (7) enterprise funds revenues; the closing of the financial system, and preparing the monthly financial statements. This position will also assist the Finance Director with the implementation of GASB standard, managing the City's purchasing function, banking and treasury operations, debt servicing programs, and responding to financial questions from internal and external customers. The Controller will also assist with forecasting the general fund revenues and the preparation of the City annual budgets. The position is responsible for supervising the Accounts Receivable and Accounts Payable/Payroll Divisions of the Finance Department.**

Explain the level of supervision received: **Receives minimal supervision from the Finance Director.**

Explain the level of supervision this position exercises: **Responsible for direct supervision of both Senior Accountant positions and indirect supervision of Accounting Assistants for both the AR and AP divisions and the department's Administrative Assistant. The position may act as the Finance Director in the absence of the Finance Director.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

- 1. Maintains productive working relationships within the department and with representatives of the community at all levels, including elected officials and staff.**
- 2. Manage accounting staff:**
  - a) Schedule and prioritize staff work assignments.**
  - b) Develop job descriptions and communicate expectations to staff.**
  - c) Meets regularly with Senior Accountants to ensure coordination and conformance with City policies, procedures, and ordinances.**
  - d) Develop and implement training plans.**
  - e) Conduct performance evaluations, review performance evaluations.**
  - f) Makes effective recommendations for hiring, firing and disciplinary actions and resolves grievances.**
- 2. Manage accounting systems:**
  - a) Document accounting systems.**
  - b) Develop, implement and maintain internal controls over assets, cash disbursements and cash receipts.**
  - c) Review and test accounting policies and procedures, including those of other departments.**
  - d) Oversee and train staff in the operation of City's primary financial and reporting software.**

3. Organize preparation, review process and analysis of periodic financial and operating statements;
  - a) Prepare financial statements in accordance with GAAP as prescribed by GASB standards.
  - b) Prepare budgetary statements to support departmental operations.
  - c) Review recurring and annual journals before positing to MUNIS.
  - d) Reconcile and test account balances as needed.
  - e) Make recommendations to improve efficiency, cost and service.
4. Manage and coordinate all City audits:
  - a) Organize and schedule all pre-audit preparation.
  - b) Serve as a liaison between auditors and City.
5. Assist Finance Director with City budgets and CAFR:
  - a) Assist with the annual budget preparation and budget amendments.
  - b) Assist with the preparation of the City's CAFR
  - c) Monitor departmental expenditures for compliance with approved budgets.
  - d) Make recommendations for budget transfers and amendments.
  - e) Assist with developing the General Fund annual revenue forecast.
6. Assist with operational management functions.
7. Other job related duties as assigned.

Does this position have access to confidential information? Yes   X   No        If yes, please provide detail. **Has access to information on employee payroll deductions, garnishments, IRS levies, and on sales tax and other confidential business or personnel and payroll related data. Also has access to the personnel files of the Senior Accountants, Accounting Assistants and Administrative Assistant.**

Does this position have access to or handle City funds? Yes   X   No        If yes, please provide detail. **Under the direction of the Finance Director, works with external investment managers, approve federal wire transfers, and the payments of vendors thru the ACH system. Reviews and assists in the preparation of budget documents and other financial reports.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes   X   No        If yes, please explain. **Individual in this position must be able to communicate effectively with bank officials, various state agencies, professional organizations, and vendors. Daily contract with both interpersonal and written form with the Finance Director and key Finance staff, other directors and occasionally with public.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- **Bachelor's degree in Accounting, Public Administration or Business Administration;**
- **Minimum three (3) years experience in governmental accounting or finance;**
- **Minimum three (3) years experience as a supervisor;**

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- **Demonstrated experience working with automated financial systems;**
- **Demonstrated knowledge of local government financial reporting and budgeting;**
- **Demonstrated and advanced knowledge of financial reporting software products;**
- **Alaska Driver's License;**
- **Other combinations of education and experience that provide the knowledge, skills, and abilities listed will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **CPA certificate, and/or CPFO, CGFM, CMA, CGFO, CIA certifications;**
- **Five (5) or more years of experience in governmental accounting;**
- **Previous supervisory experience in an accounting or finance department;**
- **Familiarity with Tyler Technologies MUNIS financial software or other enterprise financial system (i.e., Oracle, SAP, Advantage, Sungard, etc.).**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- **Ability to participate in and conduct meetings in a professional manner with public and private officials.**
- **Ability to establish and maintain productive working relationships with City of Unalaska elected and appointed officials and staff, the public, vendors, and agencies.**
- **Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.**
- **Ability to maintain professionalism and manage simultaneous tasks and projects to meet multiple deadlines.**
- **Extensive knowledge of bookkeeping and accounting procedures, practices, methods, software, techniques, and terminology.**
- **Working knowledge of business management practices.**
- **Knowledge of the application of data processing terminology as it applies to maintaining financial control and accounting records. Working knowledge of generally accepted auditing standards (GAS), OMB Circulars A-87-A133, procedures and practices.**
- **Ability of develop utility rates, i.e., electric, water, wastewater, landfill, etc.**
- **Ability to develop performance measures (i.e., output, outcome, efficiency, economy, effectiveness, etc.).**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

**Must be proficient in a Windows environment, including word processing, with advanced spreadsheet and database skills, ability to work with and manage automated financial systems and software. Must have ability to use general office equipment, fax machines, copiers, calculators, and multi-line phone system. Must be able to operate a City vehicle.**

Check any of the following factors that are important to successful performance in this position:

|                      |   |                      |   |
|----------------------|---|----------------------|---|
| Problem Solving      | X | Bilingual            |   |
| Analytical Ability   | X | Interpersonal Skills | X |
| Communication Skills | X | Dexterity            | X |

Describe the requirements of this position which make these factors important:

**Must meet department and City of Unalaska goals and administrative directives.**

### LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **As a condition of employment, this position is subject to a complete reference and background check and successful completion of pre-employment drug screening.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment.**

### WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes \_\_\_ No X If yes, please explain: **Most work is performed in the Finance Department offices. Occasional non-traditional work hours may be necessary. May be required to attend board and commission or other public meetings on an as needed basis. Some travel may be required.**

### ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply. Describe job responsibilities which require physical demands checked.

|             |    |           |                                     |
|-------------|----|-----------|-------------------------------------|
| 1. Strength |    |           |                                     |
| a. Standing | 2  | % of time | Copying and faxing                  |
| Walking     | 8  | % of time | Delivering and retrieving documents |
| Sitting     | 90 | % of time | Working at desk                     |
|             |    |           |                                     |
| b. Lifting  | 50 | lbs.      | Computer paper, binders, reports    |
| Carrying    | 0  | lbs.      |                                     |
| Pushing     | 0  | lbs.      |                                     |
| Pulling     | 0  | lbs.      |                                     |

|                  |   |  |
|------------------|---|--|
| 2. Climbing      | X | Using ladder to retrieve storage boxes |
| Balancing        | o |  |
| 3. Reaching      | X | Retrieving storage boxes               |
| Handling         | X | Standard office equipment              |
| 4. Stooping      | X | Refill copiers, printers, filing       |
| Kneeling         | o |  |
| Crouching        | X | Refill copiers, printers               |
| Crawling         | o |  |
| 5. Speaking      | X | With public and other departments      |
| Hearing          | X | Same as speaking                       |
| 6. Seeing        | X | Computer monitors, reports, reading    |
| Depth Perception | o |  |
| Color Vision     | o |  |

### HISTORY SUMMARY

|                |  |
|----------------|--|
| September 1985 | New class specification, previous title "Treasurer."   |
| June 1987      | Change title, class specification, previous title – Finance Coordinator.   |
| March 1997     | None Noted   |
| July 2004      | Updated to current format. Included selection guidelines. Included standardized language.  |
| March 2016     | Combined existing Treasurer job description and Controller job description into one job description. Specified supervisory responsibilities to the Accounts Receivable division only   |
| January 2017   | Reviewed original Treasurer and Controller job descriptions with new Finance Director; changed job title from "Controller" to "Comptroller;" changed supervisory responsibilities; removed specific Treasurer-related language; included MUNIS/Tyler Technology specific software knowledge; removed authorized check signer duties; added additional preferred qualifications |