

ASSISTANT CITY CONTROLLER

NATURE OF WORK

This is responsible accounting and supervisory work assisting the City Controller in the administration of the Accounting Division.

Work involves responsibility for performing a variety of accounting tasks freeing the City Controller for carrying out higher level responsibilities. Work includes assisting in the maintenance of accruals for various revenues and expenditures, capital asset records and other financial data; controlling the input and output from the City's financial information system; and acting as a liaison between the users of the City's financial system and information. Work requires considerable independent judgment and application of the latest principles of governmental accounting in the performance of broad accounting and administrative functions. General supervision is received from the City Controller. Supervision is exercised over subordinate professional and clerical employees.

EXAMPLES OF WORK PERFORMED

Establishes, determines and maintains accruals of various assets, liabilities, revenues and expenditures, accounting for capital assets and other financial data, and maintaining financial records on these activities.

Maintains appropriate revenue and expenditure accounting records for a Joint Public Agency (JPA); ensures compliance with City ordinances regarding occupation taxes.

Prepares financial statement and reports for the City and other specific funds such as: JPA, EMS, Parking Services, Landfill, etc.; assists the external auditor in preparing an annual audit report; coordinates appropriate project accounting.

Establishes and reviews internal control procedures throughout various City departments.

Monitors the format and accuracy of reports and account code structure of the financial system and devises logical procedures to solve problems.

Recommends system modifications and enhancements for the City's financial, payroll and budget systems.

Acts for City Controller in his/her absence.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of modern theory, principles, methods and practices of governmental accounting and auditing.

Knowledge of the laws, ordinances and other fiscal regulations governing municipal financial matters and accounting of funds.

Knowledge of the principles of public administration with particular reference to municipal finance administration.

Ability to analyze and evaluate accounting and auditing problems and to develop and recommend effective corrective measures.

Ability to properly interpret and make decisions in accordance with laws, regulations, and policies.

Ability to interpret and evaluate computer printouts and to make corrections in format.

Ability to coordinate, assign and supervise the work of professional, technical and clerical subordinates.

Ability to instruct and train subordinate employees.

Ability to establish and maintain effective working relationships with municipal officials, co-workers and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in accounting, business or public administration or related field; and six months of experience in governmental or business accounting, or auditing work or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

1/21

Title Change 3/21

PS1128