CONTROLLER/HUMAN RESOURCES

Status: Full-time Exempt

Definition/Summary

Under general direction of the General Manager, the Controller/Human Resources performs a variety of difficult and complex professional accounting duties in support of District financial, accounting, and related administrative functions; assists with performance audits of District functions and services; assists with internal control reviews; and provides direction and training to fiscal recordkeeping support staff.

Essential Functions

- Plans, organizes, and coordinates daily accounting functions and assignments.
- Sets up accounts for general ledger posting.
- Reviews and ensures the accuracy of ledger posting.
- Reconciles revenue and expenditure data with the general ledger.
- Prepares month-end journal entries.
- Prepares monthly financial reports and statements.
- Closes and adjusts journals and ledgers each fiscal year.
- Performs periodic audits of internal accounting records to ensure accurate controls.
- Assists with annual audits conducted by outside auditing agencies.
- Assists District management with long range financial planning, protection of District assets, and maintenance of budget controls.
- Gathers and distributes financial data and projections for the preparation of the District budget.
- Provides direction, coordination, and training for accounting support staff; performs other personnel related duties.
- Administers the District insurance and risk management functions.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Performs orientation and exit interviews for new and departing employees.
- Develops, coordinates, and administers employee health and welfare benefit programs.
- Regularly update the General Manager regarding human resources operations, problems, policies, and administrative information.

Other Duties

- Serves as a liaison with vendors, contractors, and debtors.
- Serve as the Treasurer of the Boad of Directors
- Assists with proper investment of District funds.
- Performs special analytical studies as directed by the General Manager.
- Assists with development and maintenance of the District's Management Information System.
- Assists with audits of District operations, services, and activities.
- Develops and distributes information regarding human resource issues to District staff.
- Coordinate new District financing and annual certification and compliance of existing District financing.
- Performs related duties as assigned by the General Manager.

Job Standards/Specifications

Knowledge of:

- Principles and practices of budgeting, accounting, finance, investment, and the development and maintenance of fiscal controls.
- Laws, rules, ordinances, and legislative processes controlling District financial functions and operations.
- Principles and practices of auditing.
- Governmental Accounting Standards Board (GASB) standards, including applying authoritative guidance for financial reporting, compliance, and disclosure requirements in governmental accounting.
- Computerized management information and fiscal systems.
- Investment principles and practices.
- Principles and practices of personnel administration.

Ability to:

- Plan, coordinate, and perform professional accounting work related to the maintenance and development of District financial, accounting, budgeting, and management information systems.
- Provide training and work coordination for accounting support staff.
- Assist with District budget development and fiscal controls.
- Maintain and update ledgers and journals.
- Prepare a variety of financial reports and statements.
- Assist with performance audits of District services and functions.
- Effectively prepare and present technical financial information to Board of Directors.
- Provide advice and consultation on the development of District financial and management information systems.

- Effectively represent the District's financial functions with individual citizens, community groups, and other government organizations.

Typical Physical Activities

- May occasionally travel by airplane and automobile in conducting District business.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone, texts, and virtual meeting platforms for communication.
- Use office equipment such as computers, copiers, and printers.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Qualifications

Any combination of education and experience, which would likely provide the necessary knowledge and abilities, is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience - Two years of increasingly responsible work experience in performing professional financial analysis, accounting, management information system development, and budgeting work.

Education – a Bachelor's degree in Business Administration, Finance, Accounting, or closely related field from an accredited college or university.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.