



Career Service Authority  
Agency Controller

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**GENERAL STATEMENT OF CLASS DUTIES**

Supervises and coordinates activities of financial staff and formulates policies to streamline such activities as purchasing, contracting, necessary project work, vendor services and overall financial operations.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the Accounting Supervisor class by its supervisory responsibilities and procedure and guideline formulation responsibilities.

***Guidelines, Difficulty and Decision Making Level:***

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving. Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

***Level of Supervision Received and Quality Review:***

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

***Interpersonal Communications and Purpose:***

Contacts of a non-prescribed nature involving the negotiation and resolution on non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

***Level of Supervision Exercised:***

Supervises two or more professional and/or sub professional employees.

**ESSENTIAL DUTIES**

Designs and administers internal procedures and guidelines and coordinates operations with data processing support to permit work units to function in support of management objectives.

Assembles and supervises work teams to complete assigned financial operations projects.

Prepares various statistical and financial reports.

Develops and administers the section or division budget, approves distribution of revenues and authorizes expenditures or purchases.

Reviews work upon completion for adherence to guidelines and standards.

Reconciles overall section or division financial operations against budgeted totals and FMIS requirements.

Meets with subordinate personnel to explain operational problems or procedural changes.

Develops the performance evaluation program for functions within the unit, monitors, and documents employee performance, provides ongoing feedback regarding levels of performance and formally evaluates employees in relation to performance.

Performs other duties as assigned or requested.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Problem Solving**—Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

**Leadership**—Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

**Technical Competence**—Understands and appropriately applies procedures, requirements, regulations and policies related to specialized expertise; maintains credibility with others on technical matters.

**Flexibility**—Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

Knowledge of financial operations sufficient to be able to administer a finance department.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of research techniques sufficient to be able to determine what information is needed, secure and analyze desired information, and formulate logical recommendations.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions, including establishing and implementing subordinate's performance evaluation programs, as well as determining the most appropriate course of action in handling grievances and discipline for subordinate staff.

Knowledge of mathematics sufficient to be able to perform a variety of calculations.

Skill in reviewing work for accuracy and completeness.

Skill in analyzing work functions and developing methodologies to ensure effective and efficient completion of the work assignment.

Skill in establishing and maintaining effective working relationships with employees, various representatives of public or private entities, policy making bodies, and the public.

Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.

Skill in applying existing guidelines or creating new approaches to a variety of unprecedented and problematic situations for a unit or project.

Skill in exercising initiative, judgment and decision making in solving problems and meeting the objectives of the unit or project.

Skill in preparing paperwork and generating reports.

***Physical Demands:***

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

***Working Environment:***

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

***Education Requirement:***

Baccalaureate Degree in Business Administration or Accounting including a minimum of 15 semester hours in accounting courses.

***Experience Requirement:***

Three years of professional experience in accounting and/or auditing of the type and at the level of Senior Accountant or Senior Auditor.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for one year of the minimum experience requirement.

***Licensure and/or Certification:***

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 09/01/2003

***REVISED BY:*** Tony Gautier

***CLASS HISTORY*** Competencies added to spec and spec put into new format.