



Career Service Authority

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City Controller

GENERAL STATEMENT OF CLASS DUTIES

Directs and manages the Office of the Controller which is responsible for establishing and managing the financial reporting and internal control framework for all agencies and departments under the Mayor.

DISTINGUISHING CHARACTERISTICS

The City Controller establishes, monitors, and enforces financial and accounting policies and procedures for all agencies under the Mayor and ensures that appropriate internal controls are in place. The City Controller is the administration's chief liaison with the Auditor's Office in all policy and operational matters. The City Controller also leads the functional management of the PeopleSoft financial system for agencies under the Mayor.

This position will report to the Director of Finance and Management. The primary emphasis is on citywide strategic fiscal oversight and matrix management. This distinguishes this position from an operational manager such as Executive Manager. Unlike the Agency Controller which is limited in scope and authority, the City Controller is a one incumbent class responsible for all financial and accounting activities, policies and procedures for all agencies under the Mayor.

DISTINGUISHING DUTIES

LEADERSHIP

- Provides leadership and vision that enables comprehensive oversight for all aspects of the accounting and internal control functions for all agencies and departments under the Mayor.
- Leads the strategic, tactical and hands on implementation and analyses of financial and functional solutions.
- Leads the functional management of the PeopleSoft financial system for agencies and departments under the Mayor.
- Oversees grant management for agencies under the Mayor.
- Maintains external awareness, monitoring conditions, trends, innovations and practices that may have implications for the organization. Incorporates systems thinking to help lead change that supports continuous improvement.
- Oversees the coordination of the external audit.

POLICY AND PROCEDURES MANAGEMENT

- Establishes monitors and enforces a highly driven and effective internal controls structure and ensures that agencies under the Mayor are in compliance with GASB, accounting policies, standards and other external controls.

- Establishes minimum reporting and tracking criteria and standards for financial staff and managers for agencies under the Mayor.
- Establishes policies and procedures for the functional side of the PeopleSoft financial system for agencies under the Mayor.
- Influential contributor for establishing framework and adopting policies for the organization.
- Approves standards, procedures, practices and guidelines that impact functional and/or operational area(s) within the manager's scope of responsibility and directs their implementation.
- Analyzes and documents how significant and/or complex transactions are recorded in the city's general ledger, before submitting to the Auditor's Office.
- Develops or changes accounting policies to comply with new standards.

DECISION MAKING

- Serves as a strategic advisor, suggesting short- and long-term actions, decisions or positions for executives to adopt.
- Makes short and long-term precedent-setting decisions impacting citywide accounting functions.
- Discusses and recommends solutions to issues potentially affecting others beyond the scope of the functional area and those issues with major consequence (i.e., legal, social, or economic) with higher-level managers/executives.
- Advocates and defends final decisions. May be overruled by one or more executives within the organization or the City.
- Delegates decision-making responsibility and authority over assigned areas(s) to subordinate staff as appropriate.

COMMUNICATION

- Manages the communication and internal disclosure processes to ensure effective communication of accounting issues and recommendations to city executives.
- Acts as the administration's chief liaison with the Auditor's Office.
- Represents the organization's positions, initiatives, perspectives, and interests with other agencies and departments, community and business groups, and legislative officials (at the request of, or on behalf of the executive).
- Provides expert advice on accounting matters to internal and external stakeholders.
- Cultivates, fosters and maintains positive working relationships with representatives from agencies and departments, community and business groups, and elected officials to gain their cooperation and support to further organizational or operational interests and objectives.

PLANNING AND ORGANIZING

- Responsible for the coordination of the response and remediation for all audit findings for agencies under the Mayor.

- Makes recommendations for and participates in developing and modifying the organization's strategic plan.
- Oversees and lends functional / technical expertise to multiple programs and projects.
- Establishes objectives and strategies for assigned areas(s).

HUMAN RESOURCE MANAGEMENT

- Oversees the development of training curriculum for financial staff and managers. Assesses skill development needs of agency financial staff, makes recommendations to department heads.
- Drives staff development initiatives to instill shared values and enhance core competencies across functions, operations and/or the organization.

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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

Core Competencies:

Oral Communication - Clearly communicates and explains agency/department policies and work assignments to staff, and communicates information about the functional and/or operational area's activities to peers, higher-level managers, and administrative staff of other organizations, internal and external customers, and local stakeholder groups.

Written Communication - Composes, reviews, edits and issues written materials for diverse audiences; communicates purpose in a succinct and organized manner, appropriate for context, time and place. Written materials affect the assigned functional and/or operational areas or the overall organization.

Interpersonal Skills - Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, and staff of other organizations, internal and external customers, and local stakeholder groups to accomplish the organization's mission. Adapts approach to different people and situations.

Conflict Management - Minimizes confrontations, disagreements, complaints, and grievances and resolves them in a constructive manner. Works with staff, higher-level management, peers, internal and external customers and stakeholders to generate areas of agreement and joint action.

Influencing/Negotiating - Uses persuasion to change the decisions, opinions, attitudes and behaviors of staff, higher-level management, peers, internal and external customers, and stakeholders. Brings opposing groups or individuals together in order to reconcile differences and accomplish organizational goals that affect a wide range of organizational activities, work of other agencies/departments or the public.

Financial Management - Plans, establishes, negotiates, monitors and enforces financial and accounting policies and procedures citywide; ensures efficient and effective management of programs, projects and policies for multiple functional and/or operational area(s) and ensures that appropriate internal controls are in place.

Flexibility - Is open to new ideas and adapts to changing work situations and priorities by modifying existing plans that affect the functional and/or operational areas, internal and external customers, and local stakeholder groups. Remains calm under pressure.

Self-Direction - Sets goals and takes initiative in implementing ideas, systems or policies that affect functional and/or operational area(s) or the organization. Manages time efficiently; encourages feedback; and invests in self-development.

Client Orientation - Applies quality management principles and processes for delivery of high-quality products and service(s) in an agency/department; anticipates and meets demands and needs of internal and external customers and stakeholders; strives for continuous improvement.

Decisiveness - Commits to action, even in uncertain situations, by making sound and timely decisions necessary to carry out programs, ideas, systems or policies that affect organizational functional and/or operational areas and/or the organization and/or the public.

Problem Solving - Uses logic to identify and solve problems for organizational functions and/or operations. Considers options, where there are a various possible actions that may affect organizational functions and/or operations and/or the organization and the public.

Leadership - Initiates and sustains action to accomplish the goals of the organization by guiding and motivating others and gaining the confidence and active support of subordinates, peers, staff of other organizations, internal and external customers, and local stakeholder groups. Achieves voluntary commitment to shared values and goals and adapts leadership style to different situations.

External Awareness - Stays informed about key issues affecting the assigned functional and/or operational areas and/or the agency/department, including political, economic, social, technological and administrative factors, and uses the information in making decisions that affect a wide range of agency/department activities, work of other organizations, or the public.

Planning and Evaluating - Establishes program/policy objectives and strategies for functional and/or operational area(s) within an agency/department; identifies required resources and develops plans for carrying out the work in a timely manner. Ensures that programs and policies are being implemented and adjusted as necessary to accomplish the organization's mission. Impact affects a wide range of agency/department activities, work of other organizations and/or the public.

Human Resource Management - Works with human resource staff to recommend and implement citywide strategies to ensure accomplishment of functional goals through effective recruitment, selection, training, and performance management; maintains effective employee relations and complies with government/citywide regulations and policies.

Managing Diverse Workforce - Recognizes diversity as a business strategy; builds a culture that fosters teamwork, acceptance and productivity among persons exhibiting cultural, ethnic, gender, and other individual differences.

Team Building - Encourages and facilitates cooperation and open communication and promotes team work at all levels within an organization; cooperates with staff, higher-level management, peers, internal and external customers and stakeholders to accomplish the organization's goals.

Internal Controls/Integrity - Develops, implements, and monitors accounting and administrative controls for multiple functional and/or operational area(s) within an agency/department. Exhibits personal integrity and promotes ethical conduct of employees; abides by the City's Code of Ethics.

Technical Competence - Is knowledgeable about the subject matter, requirements, regulations and policies related to area of responsibility. Provides expert advice to staff, higher-level managers, peers, and staff of other organizations, internal and external customers, and local stakeholder groups. Impact can affect a wide range of agency/department activities but is predominantly limited to functional and/or operational area(s).

Technology Management - Integrates technology into the workplace; develops strategies using new technology to manage and improve the effectiveness of multiple functional and/or operational area(s) or program(s); understands the impact of technological changes on the organization.

Creative Thinking - Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Physical Demands:

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

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

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Working Environment:

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

Entrance Requirements:

A Baccalaureate degree in Accounting, Finance, Economics, Business Administration, Public Administration, or related field and three years as a controller over a large organization or auditing large governmental entities. Responsibilities must have included directing accurate financial reporting and internal controls over multiple business units and large budgets; developing or reviewing financial policies and procedures for a diverse organization and managing professional level staff.

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

Licensure and Certification:

May require an active Certified Public Accountant Certificate.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 05/01/2005

REVISED DATE:

REVISED BY: Lori Mack

CLASS HISTORY