



Career Service Authority

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Department Controller

GENERAL STATEMENT OF CLASS DUTIES

Directs and manages multiple, diverse, financial activities of a large charter department with numerous types of funding sources and compliance requirements and/or managing the finances for multiple agencies within a large charter department; responsible for developing and implementing fiscal controls and streamlining fiscal activities as it relates to purchasing, contracting, vendor services and capital projects.

DISTINGUISHING CHARACTERISTICS

This class is responsible for the overall management of **multiple, diverse**, financial activities of a large charter department with numerous funding sources and compliance requirements and/or managing the finances for multiple agencies within a large charter department. It is distinguished from the Agency Controller which is responsible for supervising **limited** financial activities for an agency or department. The Department Controller is also distinguished from the City Controller which is responsible for establishing and managing the financial reporting and internal control framework for **all** agencies and departments under the Mayor.

Department Controller is an **administrative** manager whose primary focus is on the technical functionality of financial activities, processes and policies. It is distinguished from Manager Two (Fiscal) which is an **operational** manager whose primary focus is on human resource management, the implementation of strategies, planning and organizing, policy and procedures management, staff development, programs and projects. Although the focus of these two classifications is different, the level of responsibility is comparable.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated vision and objectives for the division or agency.

Work assignment is unstructured and employee is responsible for implementing and managing a variety of objectives, resources, and strategies to achieve the goals of the division or agency.

Duties performed include functional and organizational planning; developing standards, schedules, priorities, guidelines, processes and measurement (evaluation) systems; implementation of production and performance management standards; and allocating resources.

Level of Supervision Received and Quality Review:

Under executive direction, the employee is delegated personal responsibilities and authorities over a department division, agency or department. Agency manager or director, the Mayor, cabinet member or a commission or board, may review work for soundness of judgment and conclusion.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and knowledge are required. Contacts where the exchange of information, support, influence and cooperation may have a very significant impact on the division, programs, and/or policies of the organization.

Level of Supervision Exercised:

Supervises two or more professional and/or non-professional level employees.

DISTINGUISHING DUTIES

Directs and manages the activities of professional and non-professional employees engaged in recording and classifying accounting transactions, reconciling journals, ledgers and other financial records, statements, reports and summaries; provides technical support in handling unusual financial transactions.

Supervises the preparation and execution of all required annual department financial reports and related activities.

Supervises debt administration ensuring that debt obligations and compliance with bond covenants and other legal documents are met.

Coordinates preparation of annual budget for department; reviews reconciliations, budget line-items, projects and budgetary messages; monitors departmental revenues and expenditures and provides training to subordinates in budget preparation and procedures.

Manages financial functions and activities to assure maximum revenue generation and accurate reporting; designs accounting and internal control procedures; reviews manual and computerized financial applications.

Provides requirements definitions for all financial accounting data processing systems upgrades, conversions and implementations to meet deadlines and ensure that the system's functionality is utilized effectively to meet the department's accounting and reporting needs.

Provides expert advice in specialized functional/technical area(s) to others internally and externally.

Influences, persuades, mediates and/or negotiates with others to make decisions and/or take actions of major consequence or long term significance to the organization/functional area.

Researches financial impacts, consequences of proposed projects, programs, actions, and provides justification to managers and/or executives and others as part of review/approval process.

Develops and incorporates approved innovations or changes to create fiscal efficiencies and realize cost savings.

Devises strategies to capitalize on new opportunities or resolve unforeseen issues and problems.

Participates in developing organizational strategies, initiatives, policies and practices that have major consequence and/or long-term significance to assigned functions.

Plans, designs and develops programs, projects, procedures and standards utilizing functional/technical expertise and directs and manages their implementation.

Manages and directs subordinate staff; sets priorities; provides general guidance and instruction on expected outcomes; delegates and reviews work.

Sets performance standards and objectives within functional area(s).

Initiates and implements activities to develop, build upon and encourage performance strengths of subordinate staff.

Develops and implements standards, procedures, systems and/or guidelines for financial and accounting functions and for staff.

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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 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; ensures efficient and effective management of programs, projects and policies for multiple functional areas 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 the assigned functional areas 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 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 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 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 areas 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 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 areas 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 areas.

Technology Management - Integrates technology into the workplace; develops strategies using new technology to manage and improve the effectiveness of multiple functional areas 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.

Knowledge of the principles of accounting, auditing, business and public administration.

Knowledge of applicable fiscal rules and regulations.

Knowledge of financial internal control systems and their application to the development and installation of complex accounting systems.

Ability to manage departmental financial activities to ensure all funds are properly collected, accounted for and expended in accordance with legal restrictions.

Ability to exercise judgment and discretion in the devising, installing and interpreting of departmental financial and administrative policies and procedures.

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:

Baccalaureate degree in Accounting, Finance, Economics, Business Administration or related field, plus three years at the type and level of agency controller or in a senior level administrative or operating capacity in the occupational field of which one year must have included budget/fiscal oversight responsibilities, financial reporting or internal controls and one year of establishing objectives and strategies for functional and/or operational area(s) programs and/or projects. Or three years of experience supervising professional employees in the occupational area, which must have included responsibility for operation and staff functions.

Licensure and Certification:

Certified Public Accountant Certificate (CPA) or Certified Government Financial Manager (CGFM).

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

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 12/01/2006

REVISED DATE:

REVISED BY: Lori Mack

CLASS HISTORY