

Class Code: 1345
Effective: 10-14-05

CONTROLLER

PURPOSE AND NATURE OF WORK

Responsible, through division managers, for all accounting and purchasing activities of the City / Parish government by direct supervision, insuring conformity with generally accepted standards for governments and utilities, developing / implementing systems, and interfacing with Council auditors. Incumbent reports to the Chief Financial Officer and has supervisory responsibilities for the Accounting, Budget Management and Purchasing divisions of the department.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Evaluates, analyzes and supervises activities of the Accounting Division which include financial reporting, financial analyses, investments, bond payments, accounts payable, receivable, payroll and related. Keeps abreast of standards applicable to City / Parish government and Utility system financial affairs and activities, implements changes to existing systems, develops new systems, evaluates and instructs employees, through respective supervisors. Coordinates, follows progress and assists in annual audit. Supervises and participates in preparation of special reports, analyses, forecasts, interpretations and problem resolution. Monitors utility system activities of financial import and participates in administration of same. Prepares recaps, summaries, time series analyses and recommends adjustments in operations as necessary.

Plans, analyzes, monitors, and modifies through division manager, the activities of the Budget Management division, and its projections of revenues and expenditure through LCG. Coordinates, through analysis and consultation with auditing firm the status of budget and makes report to the CFO. Works closely with the Budget Manager in the preparation of the annual operating budget, Capital Improvements budgets, and 5-year Bond Program budget, and controlling the budgets of various departments within allotted appropriations.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of governmental accounting principles, methods, and budgetary controls including their application to public utility accounting.

Thorough knowledge of applicable laws, regulation, and procedures governing the receipt, investment, and purchasing activities involving governmental funds.

Knowledge of governmental purchasing regulations as well as inventory and property controls.

Knowledge of laws, rules, regulations, and procedures governing the collection of property taxes, utility bills and deposits, license fees, and alcoholic beverage permits.

Ability to prepare and interpret financial reports and conduct financial analyses based on financial records.

Ability to establish and maintain effective relationships with employees, elected officials, and the public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in accounting with certification as a public accountant and progressively responsible experience in governmental and utility accounting and / or auditing.