

Sacramento Suburban Water District Classification Specification

Job Class: Controller

FLSA Status: Exempt

Effective Date: November 16, 2020

Definition

Plans, organizes, manages, directs and supervises financial, accounting, budgetary and related administrative and analytical functions; coordinates with outside auditors; prepares a variety of financial and statistical reports; and provides accounting training to District staff.

Distinguishing Characteristics

The Manager level recognizes positions that provide full line and functional management responsibility for a division or program within the District and has responsibility for the development and implementation of the division work plan, policies and procedures.

Supervision Responsibilities

Responsibilities include direct supervision of professional, technical, and administrative support staff.

Examples of Essential Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Assists in the development and implementation of division goals, objectives, policies and procedures.
- Plans, organizes and directs staff involved in daily accounting functions, serving as technical advisor to District staff.
- Directs, oversees and participates in the development of the Finance department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; and implements discipline procedures as required.; maintains discipline and high standards necessary for the efficient and professional operation of the division.
- Assumes responsibility for the accuracy and completeness of all work produced by accounting personnel in areas of general ledger, billing, accounts receivable, accounts payable, payroll, inventory, capital projects, and fixed assets and makes adjusting and correcting entries.
- Manages and understands the use of the financial software system and recommends accounting system configurations changes and/or modifications to improve performance or

- ease of use and to ensure the integrity of the system.
- Manages chart-of accounts to ensure effectiveness, efficiency, and the integrity of the levels of detail.
 - Assumes responsibility for month-end and year-end closing.
 - Prepares monthly draft Board financial reports and analytical write-up of data changes for higher-level review; proactively monitors information of financial issues and communicates problem areas promptly.
 - Coordinates annual audits conducted by outside auditors including preparing the requested audit materials, schedules and certain reports and receiving and responding to questions.
 - Prepares the financial statements, tables and other financial data for the annual report, including but not limited to, the Comprehensive Annual Financial Report (CAFR).
 - Performs periodic internal audits of accounting records and operational processes to ensure control procedures are working as intended.
 - Coordinates and directs the preparation of the District's annual budget including preparing, distributing and processing budget worksheets and budget documents, and assisting departments in the preparation of budgets.
 - Monitors and analyzes variances from actual to the budget and reports significant issues to management.
 - Prepares revenue and financial forecast for budget and management decision.
 - Performs cash management functions including maintaining, monitoring and directing accounting functions related to cash and cash management; projects cash flows and ensures adequate funds to cover expenditures.
 - Reviews all District's bank accounts reconciliation.
 - Ensures that all debt service obligations are satisfied in a timely manner, ensures all financial transactions related to outstanding debt comply with annual reporting requirements of the District and GASB, and ensures all annual continuing disclosure requirements with bondholders and related parties are satisfied.
 - Monitors investment accounts and activities.
 - Administers Capital Improvement Project grants by monitoring, reporting and maintaining grant budgets, activities and expenditures, grant compliance documents and records; coordinates grants audits performed by outside auditors and/or grantors.
 - Oversees accounting functions of Capital Improvement Projects (CIP) and Developer Projects including, but not limited to, directing, coordinating, and monitoring project expenditures, monitoring approved budgets, analyzing and reporting the variances, and ensuring approved project setup, billing and close-out performed properly.
 - Maintains knowledge of current development and innovations in governmental financial management, including budget management, revenue collection, treasury management, and financial accounting systems.
 - Coordinates, prepares and submits a variety of local, State and Federal government required reports including, but not limited to, State Controller Financial Report and Compensation Report.
 - Performs special analytical studies as directed by the Director of Finance and Administration.
 - Provides support to District management with presentations regarding District accounting activities.

- Represents the department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.
- Builds and maintains positive working relationships with coworkers, other District employees and the public using principles of good customer service.
- Performs related duties as assigned.

Minimum Qualifications

Knowledge of:

- Principles and practices of governmental accounting, auditing, and financial reporting including GASB.
- Finance, business and accounting principles.
- Accounting/Treasury functions of a public utility.
- Modern office methods, procedures, and equipment including common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint).
- Financial statements, financial modeling, cash flow analysis, financial securities, financial risk measures, and accounting requirements.
- Use a variety of personal computer applications in word processing, spreadsheet, database, and graphic presentation.
- Techniques and principles of effective interpersonal communication.
- Principles of supervision, training and personnel management.
- Principles and practices of good customer service.
- Principles and practices of work safety.

Ability to:

- Organize and direct the District's daily accounting activities.
- Perform professional duties in the analysis of a variety of complex accounting and financial data.
- Schedule, assign, organize, direct, train, review and evaluate the work of staff.
- Be a strong team-orientated leader who uses employee training and development, clear direction, encouragement and systems accountability effectively.
- Apply accounting principles to the analysis of financial and accounting transactions and audit of financial records; prepare financial statements and reports.
- Understand and use complex financial concepts.
- Interpret and apply complex rules, regulations and laws pertaining to area of assignment.
- Develop and present technical and analytical reports and presentations.
- Monitor assigned accounting and financial analysis activities ensuring compliance with local, State, and Federal requirements and professional standards.
- Make presentations to senior management and coworkers.
- Operate a computer for word processing, database, and department specific software.
- Plan and organize multiple activities.
- Work with minimal supervision.

- Understand and follow oral and written instructions.
- Keep accurate records.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultant/contractors and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Experience and Education:

Experience:

(Six) 6 years of increasingly responsible work experience performing accounting, treasury, investment, debt funding and financial analysis duties.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university in Accounting, Finance or closely related field.

License and/or Certificates:

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Working Conditions and Physical Demands

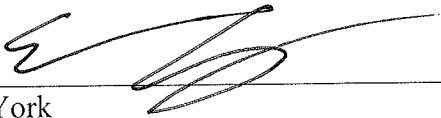
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels occasionally by automobile in conducting District business.
- Communicates frequently with District management staff and coworkers in one-to-one and group settings.
- Regularly uses a telephone and email for communication.
- Regularly uses computer, keyboard and mouse.
- Regularly uses office equipment such as copiers and fax machines.
- Works in an office environment; lifts and moves objects up to 25 pounds without assistance such as large binders, books and small office equipment.
- Stands and sits for extended periods of time.
- Hearing and vision required to be within normal ranges with or without correction.

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

APPROVED:

Dated: 11/16/2020

By: 
Dan York
General Manager

Employee Statement:
I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature _____ Date _____