



ASSISTANT CONTROLLER

FC: FF225
PB: 13

PC: 970
BU: 95
July 2000

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Directs, manages, supervises and coordinates the activities and the operations of the Finance Administration Division within the Controllershship Department including general accounting, accounting systems, accounts payable, and payroll; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Controller-Treasurer; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class manages, through subordinate supervisors, all accounting activities in the above areas throughout the District. Responsibilities include accountability for accomplishing division goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for the assigned services and activities of the Finance Administration Division including general accounting, accounting systems, accounts payable, and payroll sections; ensures financial statements are prepared in accordance with established reporting standards and schedules.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

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5. Participates in the development and implementation of all mainframe computer programs utilized by the Finance Administration Division.
6. Coordinates the implementation of regulations and contract provisions, including Federal and State financial regulations, and provisions from labor agreements.
7. Consults with and advises outside auditors on new financial transactions and funding agreements; reviews and approves proposed capitally-funded agenda items.
8. Assumes Controllershship-related functions in the absence of the Controller-Treasurer.
9. Directs and reviews the work of contract consultants; provides feedback and direction to consultants.
10. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon District operations; recommends and implements equipment, practice and procedural improvements.
11. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
13. Serves as the liaison for the Finance Administration Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
14. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
15. Provides responsible staff assistance to the Controller-Treasurer.
16. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to accounting and payroll programs, policies and procedures as appropriate.
17. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of accounting.
18. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a financial management program.
Principles and practices of general, fund, and government accounting.
Principles and practices of program development and administration.
Methods and techniques of financial program systems development.
Advanced mathematical and statistical methods and techniques.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Related Federal, State and local laws, codes and regulations.

Skill in:

Overseeing and participating in the management of a comprehensive financial management program.
Overseeing, directing and coordinating the work of lower level staff.
Selecting, supervising, training and evaluating staff.
Participating in the development and administration of division goals, objectives and procedures.
Overseeing complex financial transactions.
Preparing and administering large program budgets.
Preparing clear and concise administrative and financial reports.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
Researching, analyzing and evaluating new service delivery methods and techniques.
Analyzing complex financial data.
Interpreting and applying financial provisions of regulations and contracts.
Interpreting and applying Federal, State and local policies, laws and regulations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in accounting, economics, business administration, or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable professional accounting or financial management experience which must have included at least two (2) years of administrative and supervisory experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

EEOC Code: 01

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