



POSITION VACANCY NOTICE

CITY OF KETCHIKAN

SPECIFICS

August 19, 2020

TITLE: CONTROLLER			
DEPARTMENT:	FINANCE		
STATUS:	Regular Full-Time	HOURS/DAYS:	Monday – Friday 8:00 AM – 5:00 PM With evenings & weekends
GRADE / STEP:	774 / A-R DOQ	DUTIES:	See attached job description
MONTHLY SALARY:	\$7,371.81 - \$9,495.08 DOQ	UNION STATUS:	No
SPECIAL REQUIREMENTS: A Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration, or a related field; five years of increasingly responsible accounting experience including three years of administrative and supervisory responsibility; possession of, or ability to obtain, an appropriate, valid driver's license; possession of a Certified Public Accountant's certification is preferred.			

ADVERTISING REQUIREMENTS

POSITION IS OPEN UNTIL FILLED	
WHERE:	Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/>
PUBLICATIONS:	Ketchikan Daily News; Local Job Service; City Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
HUMAN RESOURCES (907) 228-5631 OR ON-LINE AT:
<http://www.ktn-ak.us/jobs>

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

CONTROLLER

*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.*

SUMMARY DESCRIPTION

Under general supervision from the Finance Director, the Controller is responsible for the administration of the general accounting, treasury and customer service functions within the Finance Department. The Controller is responsible for the overall management of the City's accounting systems, controls, records, reporting and coordinates assigned accounting activities with other divisions, departments, and outside agencies.

General accounting functions include general ledger accounting, payroll, accounts payable, financial reporting, capital asset accounting, grant accounting and reporting, and financial and accounting systems maintenance and support. Treasury and customer service functions include cash management and investments, accounts receivable and billings, electronic banking, bank reconciliations, and customer service.

The Controller is responsible for maintaining the quality of financial accounting and reporting provided by the Finance Department in accordance with generally accepted accounting principles and best business customer service practices and performing these duties in a manner that reflects positively on the City and the Finance Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Establishes and manages the accounting and financial reporting systems in accordance with generally accepted accounting principles and City budget policies.
2. Establishes and maintains internal control systems and accounting procedures that are cost effective and adhere to best business practices.
3. Establishes and oversees the miscellaneous and utility management billing systems to ensure that billing procedures are compliant with the Ketchikan Municipal Code and follow reasonable and customary billing practices.
4. Manages the payroll function and ensures that the City is in compliance with payroll tax rules and regulations, the compensation plan, collective bargaining agreements and tax and benefit deposit and filing requirements.
5. Manages the accounts payable function and ensures that the City's bills are paid timely and annual 1099 reporting is done in accordance with IRS regulations.
6. Oversees the treasury and customer service functions of the Finance Department and establishes programs and procedures to ensure the City's compliance with identity theft and privacy rules.
7. Establishes and oversees the retention and storage of the Finance Department's general accounting,

treasury and customer service records and files.

8. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; develops staff work plans and recommends service and staffing levels to the Finance Director.
9. Recruits, directs, trains, supervises, evaluates and disciplines staff responsible for the general accounting, treasury and customer service functions of the Finance Department.
10. Participates in setting goals and objectives for and the development of the annual operating and capital budget for the Finance Department.
11. Manages the City's centralized accounting system by monitoring, reviewing, and verifying accounting records and transactions for accuracy, timeliness, and adequacy of supporting documentation; evaluates methods and procedures for adequacy of controls to ensure compliance with internal financial policies, budgetary policies and generally accepted accounting principles; designs and implements corrective action plans to mitigate identified weaknesses or deficiencies; analyzes accounting information and policies to determine their necessity and implements new reports and policies as needed.
12. Manages the operations of the New World financial accounting and billing system; oversees system upgrades and new releases and the trouble desk established to resolve internal operational issues; and serves as the primary liaison between the City and the software vendor and attends user group meetings.
13. Coordinates, formats and produces the City's comprehensive annual financial report (CAFR) and Single Audit compliance report and ensures that the CAFR meets the standards for the Government Finance Officers Association Certificate for Excellence in Financial Reporting.
14. Coordinates year-end and new-year preparation. Responsibilities include overseeing and scheduling the closure of the City general ledger and its subsystems, ensuring that all funds and interfund accounts are in balance, reviewing and authorizing all year-end journal entries, preparing and rolling over prior year encumbrances, reviewing and authorizing new-year reversing entries, and reviewing the budget entries for the new budget year.
15. Coordinates and manages the City's annual audit. Responsibilities include working with and providing information to the City's external auditor, overseeing the audit work paper preparation, keeping abreast of accounting pronouncements, preparing or overseeing the preparation of the Federal and State schedules of financial assistance, planning and overseeing annual inventory observations, and preparing and responding to corrective action plans and management letter comments from the auditor.
16. Manages the centralized grant administration files and reviews grant agreements for state and federal financial assistance programs; advises the Finance Director in matters pertaining to grant financial administration and develops financial reporting systems that comply with federal and state requirements; reviews quarterly grant reports for accuracy, timeliness, required support, and grant compliance.
17. Directs and supervises the development of new systems, policies, procedures, reports, forms, and documentation necessary to preserve the integrity of the City's accounting system and to ensure full compliance with accounting principles and City policies; and advises the Finance Director in matters pertaining to auditing, internal control, and accounting standards.
18. Provides accounting, payroll, accounts payables, financial reporting and miscellaneous billing information and assistance required by other departments in managing their financial operations.
19. Attends and participates in professional group meetings; maintains awareness of new trends and

developments in the accounting field; incorporates new developments as appropriate.

20. Assumes the daily responsibilities of the Finance Director in his or her absence. Attends management, committee and council meetings in the absence of the Finance Director.
21. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of a comprehensive municipal accounting operation.
Principles and practices of public agency financial management including general and governmental accounting, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
Principles and practices of automated financial systems.
Principles of municipal budget preparation and control.
Principles of supervision, training, performance evaluation, and progressive discipline.
Principles and procedures of record keeping.
Principles and procedures of grant administration.
Principles of business letter writing and report preparation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Coordinate and direct assigned operations.
Supervise, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff; implement progressive discipline when necessary.
Recommend and implement goals, objectives, policies, and procedures for providing assigned accounting services programs.
Examine and verify financial documents, reports, and transactions.
Prepare a variety of financial statements, reports and analyses.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
Prepare clear and concise reports.
Analyze complex issues, evaluate alternatives, and reach sound conclusions.
Research, analyze, and evaluate new service delivery methods and techniques.
Plan and organize work to meet changing priorities and deadlines.
Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
Work cooperatively with other departments, City officials, and outside agencies.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely*

provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration, or a related field.

Experience:

Five years of increasingly responsible accounting experience including three years of administrative and supervisory responsibility.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a Certified Public Accountant's certification is preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

Environment: Work is performed primarily in a standard office setting with some travel to attend meetings and seminars; frequent interaction with other municipal employees, the general public, other governmental agencies or individuals, or groups doing business with the City; extended hours may be required depending upon assignment.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to travel to attend meetings; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 7-74

Union: No

FLSA: Exempt

Date Approved: September 24, 2015

Date Reviewed: August 2019

Human Resources Manager Approval

City Manager Approval