

**CLASS SPECIFICATION FOR**  
**Controller**

**GENERAL STATEMENT OF DUTIES:** Supervises all agency accounting functions in accordance with the prescribed uniform system of accounts; serves as administrative office manager; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The employee in this class demonstrates sound professional accounting and managerial knowledge in developing, implementing, modifying, and reviewing accounting and administrative procedures, systems and policies for an agency in accordance with County budgetary policies and with State and federal regulations, policies and laws, as appropriate or mandated. The incumbent supervises all work related to a uniform system of accounts, budget preparation, grants management, purchasing, financial reporting, accounts receivable/payable and other fiscal and accounting systems. The employee may also oversee the agency's facilities development and maintenance functions. Policy supervision is received from the agency head; general/administrative supervision may be received from an Assistant Director or Division Director.

**EXAMPLES OF WORK** (illustrative only):

- Directs the development, preparation and justification of agency budget(s);
- Reviews present accounting procedures and policies to ensure conformance with established policies and procedures and recommends changes or modifications designed to increase the efficiency and effectiveness of accounting operations in the agency;
- Prepares annual and monthly fiscal plans and reports;
- Supervises financial reporting to internal managers, County officials and other governmental or community entities as required;
- Plans and supervises all accounting functions in agency;
- Oversees grants management functions;
- Advises agency head on policy matters relating to department fiscal operation;
- Oversees reimbursement system, including third-party reimbursements, and the collection of contract revenues;
- Prepares board papers and assembles necessary supporting documents;
- Researches and recommends fee schedules;
- Supervises agency payroll and personnel functions;
- Reviews and handles questions and complaints from customers and clients;
- Interviews, selects, trains and evaluates professional and clerical staff;
- Coordinates the acquisition, development and maintenance of the agency's facility and capital improvements;
- Oversees the development of all contracts and cooperative agreements;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of the principles, methods and practices of accounting; (some positions may require) good knowledge of third-party reimbursement; good knowledge of the principles underlying the laws, ordinances, and regulations governing financial operations; good knowledge of modern business and personnel management practices; good knowledge of data processing systems and practices as related to financial management and reporting; ability to plan, organize and direct the installation of accounting systems and procedures; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to effectively manage and oversee multiple facilities and sites; ability to establish and maintain effective relationships with co-workers and the public; good professional judgement.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in business or public administration with emphasis in accounting or finance and management, and six (6) years of successful professional accounting experience, including two (2) years in a supervisory position; OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities.