JOB DESCRIPTION

Coachella Valley Water District Date: May 1, 2014

TITLE: Controller SECTION: Accounting

DEPARTMENT: Finance SRN S34:

REPORTING RELATIONSHIP:

Reports to: Finance Director

Supervises the following positions: Professional, technical and clerical accounting support staff

DEFINITION:

Under general direction, manages the Accounting division of the Finance Department. Directs and performs professional accounting, auditing and financial analysis including the preparation of financial and accounting reports as required by Federal and State laws including the Comprehensive Annual Financial Report (CAFR). Plans, organizes, directs and reviews the work of accounting staff in cash management and investments, payroll, grants, accounts payable, accounts receivable, project costing, capital assets, and general ledger functions.

A Controller performs the most difficult and complex accounting and financial analysis to provide accurate and timely financial reports to District management in order to enhance sound decision making and ensure appropriate public disclosure and accountability. Work involves independent judgment and requires a thorough knowledge of accounting principles and practices as applied to enterprise funds. A key role is to ensure appropriate internal controls and security measures are in place to safeguard District funds. This includes oversight of all financial and accounting policies, procedures, and processes to ensure activities are conducted in accordance with the Generally Accepted Accounting Principles. The Controller leads process improvement initiatives for the Finance Department including information system integration and upgrades.

ESSENTIAL FUNCTIONS:

1. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports the District’s mission; directs all activity of the General Accounting section including general ledger fund accounting, cash and investments, accounts receivable, accounts payable, construction and cost accounting, fixed assets and debt service.

2. Manages the responsibilities, authority, and accountability of all direct subordinates; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action to address performance deficiencies, in accordance with District policies and labor contract agreements.
ESSENTIAL FUNCTIONS (Cont.):

3. Works closely with District staff to provide direction, leadership, and solutions to problems; applies continuous process improvement principles to assigned areas of responsibility; makes policy decisions and changes as required and ensures effectiveness of the business processes undertaken by the department and the division.

4. Develops, implements, and oversees the District’s monthly, quarterly and annual comprehensive financial reports, and accounting and fiscal reporting programs, activities, and services; oversees implementation and maintenance of new accounting-related systems and programs.

5. Coordinates activities for the District’s annual audit; establishes the audit schedule and prepares and provides work papers and schedules, financial statements and footnotes as determined by the auditor; responds to questions and issues; prepares the Comprehensive Annual Financial Reports.

6. Oversees account reconciliations pertaining to banking, investments, general ledger, revenues, and expenses to ensure transactions are properly recorded and funds are safeguarded; reviews accounts within funds, to ensure that funds are balanced and activities are in compliance.

7. Assists in the administration of the District’s investment program; reviews funds available and projects needs for given periods; and assures proper and adequate cash flow for District operations.

8. Oversees accounting for the District’s debt, including the calculation of amortization, accruals for payment of principal, interest and supporting fees and the reconciliation of accounts.

9. Develops cooperative professional relationships with representatives of outside agencies, federal, state, and other public sector organizations, community leaders, consultants, and citizens.

10. Acts in the absence of the Finance Director; participates on various committees or task forces; supports and carries out various administrative, financial, operating and personnel policies of the District.
KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of enterprise governmental accounting, auditing, and financial reporting; public utility administration and best practices.
- Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB)
- Supervisory practices and procedures, including methods for selecting employees, providing training, conducting performance evaluations, and administering disciplinary procedures, including managing employees through multiple levels of supervision.
- The means of developing alignment between strategic goals and individual performance standards
- Modern office procedures, practices, methods, and equipment, including computer hardware and software applications utilized in financial accounting and record keeping.
- Best practices as applied to providing excellent customer service throughout the organization.
- Advanced methods and techniques of statistical and financial analysis.
- Principles, practices, and methods of budget preparation and strategic planning and administration.
- Pertinent federal, state and local laws, ordinances, codes, rules, regulations, and grant requirements pertaining to governmental accounting systems.
- Advanced methods and techniques of data collection, research, and report preparation.
- The concept of continuous improvement and the practices of process mapping and structured problem solving

Ability to:

- Provide management-level assistance to the Finance Director in the administration of financial services.
- Demonstrate an ethical, conscientious, collaborative, and customer service-oriented viewpoint.
- Plan, direct, schedule, train, and evaluate the work of others on day-to-day projects, services, and activities; conduct operational, financial, and related studies; and evaluate alternatives and make sound recommendations.
- Contribute effectively to the accomplishment of team and work unit goals, objectives, and activities.
- Review and maintain accurate financial records, compile data, make computations, and prepare data summaries in accordance with established formats; maintain accounting and budgeting systems; and perform detailed accounting work requiring a high degree of accuracy, including reconciling accounting data and maintaining journals, ledgers, and spreadsheets.
- Collect, evaluate, and interpret complex information and data; and develop accounting and financial spreadsheets.
- Prepare a broad range of accurate, clear, and concise administrative, financial, statistical, and narrative reports, correspondence, and other written materials.
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KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to (Cont.):

- Analyze problems from the perspective of the accounting profession; identify alternative solutions; project consequences of proposed actions; and implement recommendations.
- Read, understand, interpret, apply, and explain applicable laws, codes, regulations, contracts, grant requirements, and accounting concepts and formulas.
- Conduct accurate and effective training; prepare effective visual presentations and present information to groups clearly and concisely.
- Maintain effective relationships with customers; meet the public in situations requiring diplomacy and tact; and deal constructively with conflict and recommend effective resolutions.
- Effectively communicate verbally and in writing; and effectively communicate with individuals from various socioeconomic, ethnic, and culturally diverse backgrounds.
- Exercise sound judgment in handling sensitive issues; and prepare, present, and maintain complete, accurate, and concise reports, memorandums, and letters.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

License as a Certified Public Accountant is highly desirable.

Education: Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business administration or a closely related field.

Experience: Eight years of progressively responsible experience in accounting, four years of which involved supervising other professional staff. Experience in governmental accounting is highly desirable.

PHYSICAL REQUIREMENTS:

1. Driving: Light
2. Sits for prolonged periods of time.
3. Operates a computer workstation.

See Human Resources for physical assessment form.