



## **JOB DESCRIPTION**

Title: **CONTROLLER**  
Department: Finance & Administration  
Class Code: 1420  
FLSA Status: Exempt  
Effective Date: July 1, 2012 (Rev. 05/2019)

### **GENERAL PURPOSE**

Under supervision and direction from the Director of Finance & Administration, assists in the administration and coordination of all activities in the Murray Finance Department.

### **ESSENTIAL DUTIES**

- Acts as the Department Director in his or her absence.
- Supervises the Finance & Accounting and Treasury divisions.
- Orders necessary office supplies.
- Maintains and balances accounts against other accounting records; prepares monthly financial reports of city departments and other special reports and financial statements; makes adjusting entries as required.
- Reconciles account balances and prepares schedules for independent auditors in their performance of annual audit; answers questions; locates materials; explains procedures and policies as requested.
- Provides accounting functions for City Ambulance Service and coordinates with the Fire Department and external billing contractor.
- Assists in developing and implementing new accounting techniques and systems or in modifying existing methods and procedures.
- Assists in the planning and organization of long-term financial goals for the City.
- Prepares monthly and quarterly reports and requests for reimbursement from state and federal agencies.
- Prepares charts, graphs, and other visual aids to help interpret financial data for nonfinancial personnel.
- Assists in developing policy recommendations for the Mayor and City Council.
- Reconciles perpetual inventory to general ledgers for annual inventory and adjusts general ledgers appropriately as required.
- Assists in maintaining records in the event of an extreme emergency or disaster.

- Implements and maintains transparency in government requirements as set by State.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Bachelor's degree in accounting, finance, public administration or closely related field and four (4) years of progressively responsible experience in accounting or finance OR any equivalent combination of education and experience.

### Special Requirements

- Must be bondable.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of the principles of accounting, finance and budgeting.
- Working knowledge of research methods and statistical analogies.
- Skill in making detailed, accurate mathematical calculations.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other departments and the public.
- Proficiency in design and use of complicated financial spreadsheets; ability to design and produce reports from existing currently used city financial software.
- Innovative thinking to improve communication of accountability and transparency in government.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including spreadsheet and word processing software; central financial computer system, telephone; calculator; copy machine.

## **PHYSICAL DEMANDS**

The physical demands described here 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 functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear. The employee is occasionally required to use his or her hands to feel or handle objects, tools, or controls, and may be required to reach for items overhead.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_