

Water Authority Position Description

CONTROLLER

Status	Position Code	Level	Date
APPROVED	CONT	P29	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PLAN, DIRECT AND MANAGE ALL ACCOUNTING ACTIVITIES INCLUDING PAYROLL, BUDGET, ACCOUNTS PAYABLE, INVENTORY AND RECONCILIATION OF DEPOSITED REVENUE AND UTILITY ACCOUNTS RECEIVABLE.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN FINANCE, ACCOUNTING, PUBLIC OR BUSINESS ADMINISTRATION OR A RELATED FIELD, PLUS EIGHT (8) YEARS' EXPERIENCE IN GOVERNMENT FINANCE OR ACCOUNTING, OR ENTERPRISE FUND ACCOUNTING.

ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL DIRECTION FROM CHIEF FINANCIAL OFFICER.

EXERCISE DIRECT SUPERVISION OVER STAFF.

ESSENTIAL FUNCTIONS

1. PREPARE THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND THE PREPARATION OF SUPPORTING STATISTICAL SCHEDULES WHICH ARE USED FOR INTERNAL ANALYSES BY VARIOUS AUTHORITY DEPARTMENTS AND THE AUTHORITY BOARD AND IS ALSO USED FOR EVALUATION OF THE AUTHORITY'S FINANCIAL HEALTH BY OTHER GOVERNMENTS, RATE PAYERS, BONDHOLDERS AND BOND-RATING AGENCIES.
2. SUPERVISE EMPLOYEES PERFORMING FINANCIAL REPORTING, ACCOUNTING, BILLING, COLLECTIONS, PAYROLL AND BUDGETING ACTIVITIES. PLANS AND DIRECTS THE DAILY WORK SCHEDULE AND WORKLOAD OF ALL ACCOUNTING STAFF AND MONITORS AND EVALUATES WORK COMPLETION. TRAINS, SUPERVISES AND OVERSEES THE WORKFLOW OF ACCOUNTING STAFF ASSIGNED TO THE POSITION, TO INCLUDE HIRING, EMPLOYEE EVALUATION, PERFORMANCE MANAGEMENT, AND RECOMMEND CORRECTIVE ACTION.
3. CONDUCT OR COORDINATES AUDITS OF COMPANY ACCOUNTS AND FINANCIAL TRANSACTIONS TO ENSURE COMPLIANCE WITH AUTHORITY ORDINANCES AND STATE AND FEDERAL REQUIREMENTS AND STATUTES. IDENTIFY AND CORRECT ERRORS, IDENTIFIES AND COMPUTES ACCRUALS, APPLIES ACCOUNTING PRINCIPLES TO TRANSACTIONS AND RECOMMENDS REVISIONS IN DEPARTMENTAL ACCOUNTING PROCEDURES. SERVE AS PRIMARY POINT OF CONTACT FOR INTERNAL AND EXTERNAL AUDITORS.
4. DEVELOP, IMPLEMENT, OVERSEE, AND MAINTAIN THE ASSET MANAGEMENT REGISTRY AND CAPITAL ASSET INVENTORY SYSTEM. ENSURE ADEQUATE TREATMENT OF CAPITAL ASSET ACQUISITIONS AND RETIREMENTS. DEVELOP PROCESSES AND PROCEDURES TO CAPTURE AND PRESENT INFORMATION TO FACILITATE HIGH LEVEL AND COMPLEX DECISION-MAKING IN PLANNING CAPITAL REHABILITATION AND/OR REPLACEMENT WORK. PROVIDES ASSISTANCE TO OTHER DIVISIONS TO ENSURE THAT CAPITAL FUNDS ARE USED JUDICIOUSLY AND IN A MANNER THAT ENHANCES PERFORMANCE.
5. EVALUATE, MONITOR AND MANAGE CASH FLOW AND RESERVE LEVELS, PARTICIPATE IN THE INVESTMENT OF AUTHORITY FUNDS, AND ENSURE THE AUTHORITY IS IN COMPLIANCE WITH BOND ORDINANCE REQUIREMENTS WITH RESPECT TO SINKING FUNDS, RESERVE AMOUNTS AND PRINCIPAL AND INTEREST PAYMENTS.
6. REVIEW REVENUE, EXPENDITURE AND CAPITAL PROJECT DATA TO FORECAST AND PREPARE ANNUAL BUDGET. PRESENT BUDGETS, FORECASTS AND CAPITAL REPORTS TO EXECUTIVE MANAGEMENT AND AUTHORITY BOARD.
7. DEVELOPS FINANCIAL POLICIES, PROCEDURES AND GOALS, AND CONDUCTS AUDITS AND ASSESSMENTS TO IMPROVE EFFICIENCY AND EFFECTIVENESS OF ACCOUNTING OPERATIONS. DESIGNS INTERNAL CONTROL SYSTEMS FOR ALL DEPARTMENTS TO ENSURE THE SAFEGUARDING OF AUTHORITY ASSETS.
8. PREPARES PROJECT REPORTS ON FISCAL OPERATIONS AS REQUIRED BY THE CFO, CEO, BOARD, AND EXTERNAL AUDITORS.

9. DESIGNS, REVIEWS AND MODIFIES ASSIGNED MODULE(S) OF THE ERP SYSTEM. LIAISON TO ALL RELATED ACCOUNTING/BILLING SOFTWARE REPRESENTATIVES FOR VARIOUS REPORTS, ADDITIONS, CORRECTIONS, ETC. AND WORKS WITH APPROVED SPECIALISTS TO ENHANCE THE PROGRAMMING CAPABILITIES. ENSURES THE ACCURACY OF DATA AND ADHERENCE OF THE SYSTEM TO GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP).

10. RESPONSIBLE FOR ENSURING FIXED ASSETS ARE ACCURATELY RECORDED IN WATER AUTHORITY FINANCIAL SYSTEMS IN COMPLIANCE WITH STATE AUDITOR RULE. RECOMMEND ACCOUNTING POLICIES RELATED TO FIXED ASSETS. DIRECT STAFF INVOLVED IN ASSET IDENTIFICATION AND LOCATING, BAR CODING, AND PERIODIC PHYSICAL INVENTORY COUNTS.

SUPPLEMENTAL FUNCTIONS

1. SERVES AS ACTING CFO IN THE CFO'S ABSENCE WITH RESPECT TO PERSONNEL MATTERS, DOCUMENT APPROVALS, ATTENDING MEETINGS, AND OTHER DUTIES AS NEEDED.

PREFERRED KNOWLEDGE

PRINCIPLES, PRACTICES AND METHODS OF MUNICIPAL FINANCE, ENTERPRISE FUND MANAGEMENT, ACCOUNTING AND BUDGET PREPARATION, AND TECHNIQUES OF FINANCIAL, STATISTICAL AND PROCEDURES ANALYSIS.
KNOWLEDGE OF INSURANCE, TAXES, AND BONDS.
FEDERAL AND STATE REGULATIONS INCLUDING SARBANES-OXLEY COMPLIANCE AND FINANCIAL ACCOUNTING PRINCIPLES INCLUDING GAAP
ONESOLUTION SOFTWARE
STRONG LEADERSHIP AND MOTIVATIONAL CAPABILITIES

PREFERRED SKILL/ABILITY

TYPE RAPIDLY AND ACCURATELY ENOUGH TO SUCCESSFULLY PRODUCE DOCUMENTS/SPREADSHEETS, COMMUNICATE VIA E-MAIL, OR PERFORM DATA ENTRY AS NECESSARY TO ACCOMPLISH THE ESSENTIAL FUNCTIONS OF THE POSITION.
USE OF TECHNOLOGY, EQUIPMENT AND SOFTWARE TYPICALLY USED IN THE OFFICE ENVIRONMENT.
BUDGET PREPARATION, REVENUE PROJECTION, EXPENDITURE MANAGEMENT, AND GENERAL LEDGER MANAGEMENT.
MANAGING ACCOUNTS RECEIVABLE, PAYROLL, AND ACCOUNTS PAYABLE.
OPERATE A PERSONAL COMPUTER FOR WORD PROCESSING, SPREADSHEET, AND DATABASE SOFTWARE APPLICATIONS.
ABILITY TO USE ONESOLUTION OR SIMILAR FINANCIAL SYSTEMS.
READ, ANALYZE, AND INTERPRET TECHNICAL REPORTS, GENERAL BUSINESS PERIODICALS, PROFESSIONAL JOURNALS, TECHNICAL PROCEDURES, OR GOVERNMENTAL REGULATIONS.
INTERPRET A VARIETY OF INSTRUCTIONS FURNISHED IN WRITTEN, ORAL, DIAGRAM, OR SCHEDULE FORM.
WRITE REPORTS, BUSINESS CORRESPONDENCE, AND PROCEDURE MANUALS.
WORK WITH MATHEMATICAL CONCEPTS TO ANALYZE PROBLEMS, INTERPRET DATA AND APPLY TO PRACTICAL SITUATIONS FOUND IN THE WORKPLACE.

WORKING CONDITIONS

OFFICE ENVIRONMENT

PHYSICAL REQUIREMENTS

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS MAY REQUIRE MAINTAINING PHYSICAL CONDITION NECESSARY FOR WALKING, STANDING OR SITTING FOR PROLONGED PERIODS OF TIME.