

## CITY OF MARCO ISLAND, FLORIDA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:                      CONTROLLER**

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### **PURPOSE OF CLASSIFICATION**

This position reports to the finance director and is responsible for leading day-to-day accounting operations, including supervising and directing the functional activities of accounting staff, including, treasury, accounts payable, accounts receivable and payroll.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required as assigned.**

Plans, directs, assigns and supervises the work of professional accounting and administrative staff engaged in maintaining the City's general and subsidiary accounting ledgers and systems, monthly and annual closings, trial balances, accounts payable, accounts receivable, payroll, budget control, project accounting, grant financial management, and financial reporting.

Participates in the preparation of the City's Comprehensive Annual Financial Report and supporting audit work papers, and other regular and special financial and statistical statements and reports.

Participates in the development, testing, and installation of new information technology applications; works closely with IT personnel concerning maintenance and enhancements to existing systems.

Designs and develops accounting systems, controls, procedures, and forms, to promote effective and efficient operations and for financial management and control.

Recommends the establishment of new funds, accounts, policies, procedures, and systems to ensure compliance with laws, regulations, and generally accepted accounting principles applicable to governmental units.

Advises subordinates concerning difficult work problems and procedures.

Confers with accounting and administrative personnel of other divisions, departments, and governmental organizations, regarding financial and accounting practices.

Participates in the preparation of the overall City-wide budget and the monitoring of the expenditure budget, including capital projects, during the fiscal year.

Performs other related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of the principles, practices, and method of governmental accounting.

Extensive knowledge of applicable laws, regulations, policies, procedures and processes applicable to government accounting.

Considerable knowledge of administrative management procedures and techniques.

Considerable knowledge of modern office practices and procedures and standard office and accounting equipment as well as information technology equipment and applications applicable to accounting and finance.

Ability to plan, organize, direct, and review the work of professional, supervisory, and clerical employees, and to develop improvements in financial management practices.

Ability to analyze financial accounting and recordkeeping problems and to recommend and establish adequate systems and procedures of reporting to provide information required for effective administration.

Ability to prepare difficult and complex financial, statistical and administrative reports.

Ability to establish and maintain effective working relationships with department officials, other City employees and the general public.

## **MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year degree-granting college or university with a Bachelor's Degree in Accounting.

Have at least five (5) years of progressively responsible professional accounting and other fiscal management experience, including some supervisory experience. Experience must have included at least three (3) years in municipal accounting and auditing.

Certified Public Accountant (CPA) status, Certified Public Finance Officer (CPFO) designation, Certified Government Financial Manager (CGFM) designation OR possession of a Master's Degree from an accredited four-year degree-granting college or university in accounting, finance, or business administration may be substituted for one (1) year of the experience requirement noted above; however, no substitution is allowed for the required governmental experience.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, review, comprehend, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to act as a first-line leader, including instructing, reviewing work, maintaining standards, and coordinating activities.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors and shades of color. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Marco Island is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Marco Island will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*