



Controller

DEFINITION:

Under general direction of the Chief Financial Officer, to plan, organize and coordinate fiscal operations of the North Tahoe Public Utility District (NTPUD) which includes Sewer, Water, Recreation & Parks Divisions; to direct preparation and monitoring of annual financial statements; to serve as liaison to Placer County Controller; other County Departments, and other governmental and private funding authorities; to do related work as required.

SUPERVISION RECEIVED/EXERCISED

This position is responsible for managing a team of 2 people supporting the Payroll, Accounts Payable, Accounts Receivable and General Ledger functions. The Controller reports to the Chief Financial Officer, NTPUD.

All positions assigned to this class require the ability to work independently exercising judgment and initiative and the ability to train others.

CLASS CHARACTERISTICS:

This is a working mid-management, confidential, exempt classification responsible for supervising accounting/finance staff including interviewing, hiring, developing, disciplining and training assigned employees. Performs fundamental high level administrative and technical finance and accounting duties of varying complexity. Performance of the work requires the use of considerable independence, judgment, and initiative in scheduling, assigning, and coordinating work with accounting/finance staff and providing departmental support.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides leadership and works with staff to ensure a team-oriented work environment that supports achieving the department's and District's mission, plans, objectives, and values.
- Plans, designs and implements accounting methods and practices within NPTUD; insures compliance with regulatory agencies.
- Develop and administer policies on accounting, payroll, purchasing, receivables and controls on cash.
- Monitors financial summary and detailed reports, internal/external reports, documents, studies and records for accuracy, proper account and charges.
- Directs data collection and preparation of financial and operating reports. Prepares detailed analysis of financial statements.
- Mentor staff to develop and improve skill sets resulting in improved efficiencies, accuracy of reporting and team cohesion.

- Develop accounting systems in accordance with funding needs, program mandates, and reporting requirements.
- Prepares or directs preparation of mandated reports to external agencies such as Grant Funding Agencies.
- Review and verify reconciliation of subsidiary ledgers on monthly basis.
- Plans coordinates and manages annual audit by third-party auditors.
- Recruits, selects and evaluates financial and accounting staff.
- Plans, coordinates and monitors staff development and continuing education of financial and accounting staff.
- Monitors the County of Placer's collection of District property tax receipts. Reconciles transfers of property tax receipts from the County to the District's general bank account. Reviews County property tax reports for accuracy. Follows up on any unusual property tax transactions.
- Ensures District compliance with all payroll tax laws and regulations. Reviews bi-weekly payroll preparation. Reviews all payroll filing reports.
- Monitors collection status of miscellaneous billings and initiates appropriate collection measures when necessary. Ensures all miscellaneous billings are prepared and recorded in the general ledger on a timely basis.
- Prepares special reports such as the annual State Controller's Report.
- Responsible for all banking relationships. Opens and closes bank accounts as necessary. Obtains appropriate bank collateralization agreements. Approves all EFTs. Prepares and audits all positive pay transactions. Oversees the check printing process.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

- A. Bachelor's Degree in Finance or Accounting, Master's Degree preferred
- B. 5-7 years managing fiscal, budget, cost of service matters in public utility setting

KNOWLEDGE OF:

- Complex accounting functions and systems.
- Budget preparation.
- Trends in California District accounting and fiscal operations with emphasis in Sewer/Water systems operations.
- FASB (Financial Accounting Standards Board) and GASB (Government Accounting Standards Board) pronouncements and the rules and preparation of financial statement in compliance with these rules.
- Pertinent local, State and Federal rules, regulations and laws.
- Methods and techniques of data collection, analysis and report preparation.
- Management and supervision of clerical and professional accounting/fiscal staff.
- Data processing systems and capabilities.
- Write complex technical management reports.
- Analyze current policies, procedures, data and propose viable changes or alternatives.
- Uses and applications of accounting/finance management software.
- Communicate effectively orally and in writing.

ABILITY TO:

- Define problems, collect data, establish facts, and draw valid conclusions.

- Interpret an extensive variety of technical data and deal with several abstract and concrete variables.
- Analyze complex administrative, financial, operational and organizational problems, evaluate alternatives, project consequences of action and decisions and recommend appropriate solutions.
- Prepare and administer a budget.
- Supervise, train and evaluate personnel.
- Establish and maintain effective working relationships with those contacted during work.

LICENSES:

Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.

TOOLS AND EQUIPMENT USED:

Standard office equipment such as use of personal computer, word processing, phone, calculator, copy machine, fax machine, and postage 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 in compliance with Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

ENVIRONMENTAL CONDITIONS:

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.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in enforcing departmental policies and procedures.