



## JOB DESCRIPTION

Treasure of the Emerald Coast

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## Comptroller

**Department:** Financial Services  
**Pay Grade:** 117 - \$56,367 or higher DOQ  
**FLSA Status:** Exempt

### JOB SUMMARY

Responsible either directly or in a supervisory role for all activities of the City's accounting division. The purpose of the Comptroller position is to ensure the City's Financial Statements are fairly presented. This is accomplished by directly calculating information for inclusion; reviewing information submitted by both direct reports and others who provide information to be recorded in the financial statements; and assisting, as needed, with the determination of what information needs to be included and how it should be calculated/presented. Work is performed under the direction of the Finance Director.

### ESSENTIAL JOB FUNCTIONS

- Prepares regular and special financial and statistical statements and reports of a complex nature.
- Performs pre-audit of various accounting activities. Coordinates and oversees annual audit; prepares and reviews all work papers and schedules for preparation of CAFR, in accordance with Generally Accepted Accounting Principles (GAAP) and statements and pronouncements of the Governmental Accounting Standard Board (GASB).
- Balances and reconciles various accounts and ledgers of all City funds.
- Researches and analyzes information for various management reports.
- Responsible for recording and integrity of all accounting transactions for City funds.
- Supervises professional staff and other accounting personnel as may be identified.
- Assists direct reports in the completion of their work if a higher degree of knowledge is necessary or a critical decision is required.
- Tests and monitors accounting systems used by the City for financial transactions.
- Formulates and recommends accounting policies and makes recommendations to improve existing accounting system.
- Prepares bond, interest and investment schedules and statements; manages daily cash flow records and transactions, and responsible for debt management, including leasing.

- Accesses, inputs and retrieves information from a computer using word processing, spreadsheet, financial accounting and database software.
- Establishes, assigns, and maintains accounts, as mandated by the Uniform Account Code issued by the State of Florida.
- Prepares adjusting and closing entries and approves journal entries.
- Maintains the City's fixed (capital) asset inventory system, prepares journal entries and updates fixed (capital) asset system in accordance with Generally Accepted Accounting Principles.
- Assists in forecasting revenues and expenditures; assists in budget development and in the preparation of other financial documents and records.

### **QUALIFICATIONS**

#### **Education and Experience:**

Graduation from an accredited four-year college or university with a Bachelor's Degree in Accounting or related field. Considerable experience in professional accounting work in a computer based system and reasonable supervisory experience.

#### **Special Qualifications:**

- Possession of a valid Florida Driver's License.
- Possession of a CPA or CGFM/CGFO designation is preferred.

#### **Knowledge, Skills and Abilities:**

- Knowledge of governmental accounting, purchasing, finance, auditing and expenditure control systems and procedures.
- Knowledge of office practices and procedures, equipment and standard techniques as applied to the maintenance of government accounting systems.
- Knowledge of the applicable laws, regulations, procedures and processes governing the receipt, custody and expenditure of monies of a municipality.
- Ability to access, input, and retrieve information from a computer.
- Ability to plan, organize and supervise the work of professional staff and other accounting personnel.
- Ability to prepare special and regular financial and statistical reports.
- Ability to establish and maintain effective working relationships with subordinates and employees, officials and the general public.
- Ability to communicate orally and in writing.
- Must be proficient in Excel.

**PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

**WORK ENVIRONMENT**

Work is performed inside in an office environment.