



**CITY OF MIAMI GARDENS**  
invites applications for the position of:

**CONTROLLER**

**SALARY:**

Depends on Qualifications

**OPENING DATE:** 11/30/17

**CLOSING DATE:** 12/14/17 07:00 PM

**GENERAL DESCRIPTION:**

This is responsible professional and administrative work supervising and coordinating accounting, payroll, accounts payable, receivable, grants and financial reporting.

**ESSENTIAL JOB FUNCTIONS:**

*This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Assumes all accounting functions including daily cash receipts reconciliation, all accounting transactions, cash flow monitoring, overseeing accounts payable (includes p-card transactions) and accounts receivables, monthly bank reconciliation, prepare or approval of all required journal entries, grant reimbursements, prepare end of year closing entries according to GASB requirements, fixed assets accounting and perform any analysis as may be required.

Responsible for a significant portion of schedules, financial statements, notes to the financial statements for the annual CAFR and assembling the data on the external auditor's list of schedules for the external audit.

Provides technical assistance to staff involving financial reporting, payroll, accounts payable, fixed assets, purchase orders, special revenue funds, grants and other departments. Prepare year-end fixed assets capitalization, deletion and depreciation schedules and journal entries.

Assist the Finance Director in preparing the annual financial statements and notes to the financial statements in conformity with GASB requirements.

Supervises the compilation of financial and statistical information for various reports.

Evaluates policies, programs, operations and implements and enforces internal accounting control. Implement new accounting standards imposed by the Governmental Accounting Standards Board.

Keeps abreast of GASB, AICPA, GFOA pronouncements and technical bulletins.

Assists City officials and the public with inquiries and with resolving problems.

Reviews and approves new general ledger accounts and new divisions.

Ensures compliance with various City contracts including agreements with the Federal, State and local agencies.

Manages and coordinates accounts payable activities including the timely payment of City obligations in accordance with legal and procedural requirements, maintenance of accurate records, and establishment of proper controls to account for the expenditure of public funds.

Directs credit and collection activities to collect outstanding amounts owed to the City or its affiliated agencies, and outstanding City claims from individuals or businesses that have filed for protection under bankruptcy laws.

Manages and coordinates the processing and distribution of City accounts payable checks, and preparation of various monthly, quarterly and annual reports required by state and federal agencies. Reviews IRS rules and regulations with payroll department. Assure compliance with federal, state, and local payroll tax regulations.

Directs the timely monthly reconciliation of all City bank accounts and the investigation and resolution of all differences between bank and City records.

Supervises, trains and evaluates professional and clerical staff. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; review performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

## **MINIMUM QUALIFICATIONS:**

**Knowledge, Skills, and Abilities:** Knowledge of computers, fund accounting and financial reporting; knowledge of principles of accounting, business and public administration; knowledge of financial internal control systems and their application to the development and installation of complex accounting systems; knowledge of financial operation; knowledge of local, state and federal regulations and procedures pertaining to varied financial activities; knowledge of supervisory principals and practices.

Ability to plan, direct and coordinate varied financial activities; ability to manage financial activities to ensure that funds are properly collected, accounted for and expended in accordance with legal restrictions; ability to analyze complex financial and administrative problems and make effective recommendations for improvements in efficiency; ability to ensure the timely and correct reporting of financial information to internal and external users. Ability to establish and maintain effective working relationships with the general public, co-workers, elected officials and members of a diverse cultural background in a professional, courteous and diplomatic manner; ability to listen and ascertain the needs of customers and staff; ability to obtain and communicate accurate information concerning process, policies and procedures to customers and staff; ability to communicate effectively both orally and in writing; ability to train and supervise other.

**Education & Experience Requirement:** Bachelor's degree in Accounting or closely related field. Must have a minimum of five (5) years' experience in governmental accounting and financial administration, to include supervisory level experience. Certification as a Public Accountant or Certified Government Finance Officer is desired.

## **SUPPLEMENTAL INFORMATION:**

*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.*

On a continuous basis, sit at desk for long periods of time. Frequently required to walk; See, hear and talk with the public; read presented documents, write or use keyboard to communicate through written means. On occasion required to run errands, to climb or balance, stoop, kneel, crouch, taste, or smell. Intermittently twist and reach office equipment; lift or carry weight regularly of 10 pounds and on occasion weight of up to 30 pounds. Specific vision requirements include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.miamigardens-fl.gov>

Job #2017-11-29  
CONTROLLER  
SR

18605 NW 27 Avenue  
Miami Gardens, FL 33056  
305-622-8030

[jobs@miamigardens-fl.gov](mailto:jobs@miamigardens-fl.gov)

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## CONTROLLER Supplemental Questionnaire

- \* 1. Which best describes your level of education?
- Some High School
  - High School Diploma or GED
  - Some College
  - Minimum of 60 College Credits or more
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree or Higher
- \* 2. How many years of governmental accounting and financial administration experience do you have?
- No Experience
  - Less than 2 years
  - 2 years to less than 3 years
  - 3 years to less than 4 years
  - 4 years to less than 5 years
  - 5 years to less than 6
  - 6 years or more
- \* 3. How many years of supervisory experience do you have?
- Less than 6 months
  - 6 months to less than 1 year
  - 1 year to less than 2 years
  - 2 years to less than 3 years
  - 3 years to less than 4 years
  - 4 years to less than 5 years
  - 5 years or more
- \* 4. Do you currently possess the Certification as a Public Accountant (CPA) or Certified Government Finance Officer (CGFO)?
- Yes
  - No
- \* Required Question