



City of Pompano Beach
 Open Competitive
 Job # **17-040** *Revised*

Opening Date: **03/24/17**

Closing Date: **Open Until Filled**



Position

Salary

CONTROLLER

Biweekly: \$3,245.62 - \$4,566.88

Annual: \$84,386.02 - \$118,738.88

Work Days/Hours : Monday – Friday, 8:00 a.m. – 5:00 p.m.
 Job Status : (X) Full time () Part time/temporary
 Department/Number : Finance/1310 Pay Plan/Grade: 50/35

Position Summary *(Major Job Duties)*

Professional and administrative position supervising and coordinating accounting, payroll, accounts payable and financial reporting. Serves in the absence of the Finance Director and assumes responsibilities including, but not limited to, daily cash management, investing, debt management, etc. Oversees Accounts Payable and Payroll activities. Responsible for a significant portion of the schedules, financial statements, notes to the financial statements for the Comprehensive Annual Financial Report (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, community redevelopment agencies (“CRA”), special funds, grants, and other departments. Prepares the monthly financial statements for the City and CRA. Prepares written procedures and is the liaison with the CRA department. Processes or approves most journal entries to the City’s general ledger accounting system. Evaluates policies, programs, & operations. Implements and enforces internal accounting control. Coordinate the provision of information to external auditors for the annual audit. Comply with local, state, and federal government reporting requirements. Reviews IRS rules and regulations with the payroll department. Keeps abreast of GASB, AICPA, GFOA pronouncements and technical bulletins. Reviews and approves new general ledger accounts and new divisions. Reviews quarterly fixed asset reports. Supervises, trains, and evaluates professional and clerical staff. Provides the Utilities division with schedules for the annual rate study. Performs other related work as needed.

Qualifications *(Education, work experience, special requirements)*

Bachelor’s degree in Accounting or higher degree in closely related field with emphasis in Accounting from an accredited college or university. Certification as a Public Accountant (CPA) or Certified Government Finance Officer (CGFO) preferred. Minimum of five years (5) of professional accounting experience including two (2) years at the supervisory level and three (3) years in governmental accounting. Must have prior experience demonstrating familiarity with all aspects of the CAFR to be able to facilitate preparation. Lean Six Sigma Green Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma Green Belt certification within 1 year of hire, if not already obtained. A comparable amount of training and experience may be substituted for the minimum qualifications. Knowledge of computers, fund accounting, government accounting, and financial reporting. Knowledge of both financial and governmental accounting principles. Strong knowledge and skill of Microsoft Excel. Intermediate skills using MS Word and Outlook. Knowledge of Caseware preferable. Ability to analyze financial data and prepare reports. Ability to implement methods, procedures, forms and record systems. Ability to communicate effectively both orally and in writing. Ability to train and supervise others in an Accounting environment. Ability to multitask, prioritize, and organize in a stressful environment. Ability to exercise good judgment and perform a wide range of supervisory responsibilities. Ability to establish and maintain effective working relationships. Ability to see, read, talk, hear, handle or feel objects and controls. Ability to effectively use and operate various office related equipment. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. The noise level in this work environment is usually quiet in an inside office setting. Must be able to sit for long periods of time while using a computer.

Candidates are required to apply online. Visit <http://pompanobeachfl.gov> and then click Job Opportunities for instructions.

Human Resources Department, 100 West Atlantic Blvd., Pompano Beach, FL 33060
 Phone (954) 786-4626 Fax (954) 786-5553 Job line (954) 786-4693 <http://pompanobeachfl.gov>

The City of Pompano Beach is an Equal Opportunity Employer

SEE PROCEDURE AND BENEFITS LINK ON WEBSITE FOR ADDITIONAL INFORMATION