

**CITY OF LAKE WORTH
EMPLOYMENT OPPORTUNITIES**

CONTROLLER

The City of Lake Worth invites qualified individuals to apply for the position of Controller.

Closing: Open Until Filled

This is a Non-Bargaining **EXEMPT** position. Based on a **40 hour work week** with a pay range of **\$35.96 - \$52.40** per hour. This position will work at City Hall Building located at 7 North Dixie Highway, Lake Worth, FL 33460.

In addition, this position offers:

- **Vacation and Sick Leave Accruals**
- **13 Paid Holidays**
- **City of Lake Worth Medical Benefits that include Life Insurance, Dental and Vision coverage**
- **Retirement Plan**

Summary:

Responsible for technically complex professional accounting work covering all areas of governmental accounting, internal controls, general ledger maintenance, and financial reporting (including CAFR, annual budget and monthly financial management reporting). Audit assistance and expenditure control of all fiscal transactions and compliance with internal control procedures and established policies. Prepares and analyzes financial statements ad hoc financial reports, assists in development of policies and procedures and preparation of agenda items relating to financial impacts and transactions. Oversight of General Ledger, Billing, Accounts Payable, Payroll and financial reporting processes under guidance of Finance Director.

Essential Duties and Responsibilities: Include the following. Other duties may be assigned.

- Assigns and supervises work of subordinates including professional and clerical accounting staff maintaining financial information and records.
- Reviews financial transactions, financial records, and prepares / distributes financial management reports (including variance highlights.)
- Guides and supervises General Ledger, Billing, Accounts Payable, Payroll and financial reporting functions.
- Reviews and supervises payroll processes and staff. Insures all City funds (payroll, accounts payable and all other disbursements) are properly expended and recorded in accordance with established policies.
- Guides and supervises the monthly closing of financial reports.
- Plans, develops and prepares management financial statements and annual CAFR.
- Plans, directs and oversees financial report variance and budget analysis.
- Plans, assists and participates in the City's Treasury and Cash Management process including recording and reporting.
- Assists in supervising special accounting activities.
- Assists outside auditors.
- Prepares year-end work papers, CAFR financial statements and annual State Financial Reports.
- Guides, supervises and oversees city's fixed asset recording, identification and reporting process.

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- Assists in the preparation of annual budget.
- Performs related work as required.
- Supervises Capital Project Fund.

Supervisory Responsibilities:

- Approximately 4 accounting employees.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of government accounting, auditing and expenditure control.
- Knowledge of accounting systems and procedures.
- Knowledge of applicable laws and procedures in the receipt, custody and expenditure of monies.
- Ability to plan, organize and supervise work of professional and clerical and accounting personnel.
- Ability to prepare financial and statistical reports.
- Ability to establish and maintain effective working relationships with employees, officials and general public.

Education and/or Experience:

- Graduate of accredited four (4) year college or university with a degree in accounting or finance.
- Five (5) years of accounting experience, with at least one (3) year in government accounting.
- Preference for CGFO, CGFM, CPA certification.
- Proficiency in English, bi-lingual including Spanish and Creole.
- Strong mathematical skills.
- Ability to create and maintain EXCEL spreadsheets for compiling and comparing data.
- Operation of 10-key adding machine by touch.
- Ability to stoop, bend and lift boxes of materials weighing up to 30 lbs.

Certificates, Licenses, Registrations:

Certifications and certain licenses are specific to the actual position as determined by law, resolution and policy.

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PROCEDURE FOR APPLYING:

Interested parties should forward a completed application packages to:

City of Lake Worth
Attn: Human Resources
7 N. Dixie Highway
Lake Worth, FL 33460

Or visit our website at: [City of Lake Worth, Florida](http://www.lakeworth.org)

Each application package should include the following:

- Resume of previous work experience and cover letter summarizing relevant experience
- City of Lake Worth Application

<https://www.lakeworth.org/files/files/hr/Employment%20Application.pdf>

Applicants for positions with the City of Lake Worth should know and be aware of the following:

Please note incomplete applications will not be considered. Applications will be received until the position is filled. Submission of an application does not guarantee the applicant an interview.

Applicants for employment who become candidates for available employment positions should note employment is contingent upon satisfactory completion of all reference checks and pre-employment physical satisfaction. Upon request, information on the nature and scope of an inquiry will be provided under FS 119.

Furthermore, most of the job classifications within the City of Lake Worth workforce are covered by Collective Bargaining Agreements with the Public Employees Union (PEU), Professional Managers and Supervisors Association (PMSA), and International Brotherhood of Electrical Workers (IBEW). Consistent with Chapter 447 of the Florida Statutes, a bargaining unit employee has the right to join or not join the union. However, the Union is not obligated to represent a non-member.