

City and Borough Sitka, Alaska

Class Specification

Class Title	Controller
Class Code Number	2140
FLSA Designation	Exempt
Pay Grade and Range	36
Effective Date	February 2021

General Statement of Duties

Responsible for managing and directing all aspects of the accounting and financial reporting systems of the City and Borough; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to manage, direct and oversee the accurate recording of all receipts and expenditures and the preparation of quarterly and annual financial reports. The work is performed under the direct supervision of the Finance Director, but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of select staff. An employee in this class performs the duties of other employees in the Finance Department as required or as assigned by supervisory personnel. In the absence of the Finance Director, an employee in this class may temporarily assume full responsibility for duties of the Finance Director.

Examples of Essential Work (Illustrative Only)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices*

- Develops, implements and manages financial accounting system and procedures consistent with GAAP, GASB, and GAAFR;
- Develops, implements and manages an accounting and reporting system that will provide accurate, timely and complete financial reporting and budget execution information to the Assembly, Administrator, Department Heads and users of such data who evaluate or audit the financial condition of the City and Borough;
- Oversees and manages all preparations for the annual external CPA auditing of the financial systems, internal controls, and financial statements of the City and Borough of Sitka, to include preparation of audit workpapers, preparation of account reconciliations, preparations of account confirmations, preparations of fiscal year-end adjusting journal entries and subsequent year reversing entries, and coordination with auditors during on-site field work;

- Coordinates with external CPAs in preparation of the Comprehensive Annual Financial Report (CAFR) and Federal/State Single Audit Act Audit Report;
- Assists Finance Director with preparation of quarterly financial statements, reviews trial balance reports of all funds;
- Prepares a wide variety of analysis and management reports as requested;
- Audits accounts and records of receipts, expenditures, billings, debt financing, contracts, budget activities, cash and non-cash assets, accounting entries, equipment and supply inventories, payroll and employee benefits;
- Prepares timely reports for appropriate officials or agencies concerning scope of audits, financial conditions found, source and application of funds and recommendations for correction and/or improvement;
- Assures that accounting records of the City and Borough are accurate, current and comply with applicable legal requirements;
- Supervises and acts as backup to the Compliance Officer, ensuring that support for centralized procurement and contracting is continuously available to all departments.
- Supervises daily posting and coding of all financial transactions;
- Prepares or assists in the preparation of Finance Department budgets;
- Develops, coordinates and implements improved finance and accounting data processing applications;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) procedures, and Government Accounting and Auditing Financial Reporting (GAAFR) standards;
- Ability to develop and maintain professional working relationships with staff, departments, assembly members, auditors and the public;
- Thorough knowledge of fund accounting, auditing and reporting requirements;
- Thorough knowledge of the legal requirements of municipal government accounting, budgeting and accounting controls;
- Demonstrated ability, of successfully managing all aspects of an external CPA audit of the financial systems, internal controls, and financial statements of a multi-departmental entity;
- Demonstrated ability, of successfully implementing and managing a consistent, periodic financial accounting and reporting cycle on both a soft-close and hard-close basis for a multi-departmental entity;
- Demonstrated skill and ability, implementing; managing, and utilizing modern Enterprise Resource Planning (ERP) software systems with an emphasis on electronic business interfaces with stakeholders through internet portals;
- Demonstrated skill and ability in advanced data extraction and manipulation techniques using

- spreadsheet software and pivot table applications;
- Thorough knowledge of principles of effective office and personnel management;
- Ability to develop appropriate accounting methods for control and reporting purposes;
- Ability to communicate well with others to secure cooperation and efficient coordination in the preparation of financial records and reports;
- Ability to prepare accurate and reliable reports containing facts, findings, conclusions and recommendations;
- Ability to plan, organize and develop studies and analyses of financial accounting methods and procedures;
- Ability to interpret complex fiscal reports and records, analyze financial data and determine appropriate accounting methods for control and reporting purposes;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor’s Degree in Accounting or Master’s Degree in Accountancy; or
- Graduation from an accredited college or university with a Bachelor’s Degree in any business field which includes successfully completed coursework in financial accounting, managerial accounting, intermediate accounting, cost accounting, and auditing.

Required Special Qualifications

- Possession of a driver’s license issued by the State of Alaska
- Certification as a Certified Public Accountant, Certified Management Accountant in the State of Alaska, or Certified Public Accountant candidate preferred

Essential Physical Abilities & Workplace Environment

The conditions herein 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 job functions.

- Sufficient clarity of speech and hearing or other communication capabilities, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, , which permits the employee to review documents in electronic and hard copy form;
- Sufficient manual dexterity, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, , which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.
- Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch,

reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine

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