



**DECEMBER 2025
EXEMPT**

CONTROLLER

DISTRICT OVERVIEW AND CORE VALUES

Mission: To protect public health and the environment while providing its customers the highest level of service consistent with prudent management of public funds.

CORE VALUES

- Safety: We are committed to the health and protection of our employees and community. We proactively foster a culture of care and vigilance, prioritizing safety over all else.
- Teamwork: We are committed to the power of collaboration through mutual respect, support, and trust to achieve success.
- Integrity: We are committed to honest, ethical, responsible, and transparent behavior while holding the public's interests above our own.
- Communication: We prioritize open, timely, transparent, and respectful communication in all our interactions.
- Service: We are dedicated to meeting the needs of our community and customers by delivering quality service.

JOB SUMMARY

The position is engaged in the development and implementation of the District's accounting and financial activities, which among other responsibilities include staff supervision, general ledger, accounts payable and receivable, fixed assets, cash monitoring, treasury and banking, month-end and year-end closing processes and reporting and related fiscal support services. The position oversees and participates in the annual financial audit and contributes to the development and administration of the annual budget.

CLASS CHARACTERISTICS

- This is a professional level accounting classification, performing the full range of finance and accounting work requiring the use of tact, discretion, and independent judgment. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions at this level possess a high level of initiative for continuous process improvement and professional development

SUPERVISION RECEIVED AND EXERCISED

- Receives general guidance and direction from the Finance and Administrative Services Manager. Provides guidance, direction and direct supervision to accounting staff (ex. Senior Accounting Technician, Accounting Technician I/II).

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Provides leadership and works with staff to ensure a team-oriented work environment that supports achieving the department's and District's mission, plans, objectives, and values.
- Plans, assigns, monitors, reviews and performs the most complex work of staff responsible for providing clerical and paraprofessional fiscal support to the District's finance operations.
- Mentors and monitors staff to develop and improve skill sets resulting in improved efficiencies, accuracy of reporting and team cohesion.
- Significant participation in the development and administration of the District's annual budget including information gathering, inter-departmental collaboration, financial projections, timeline forecasts, and participation in presentation to the Board for consideration and approval.
- Serves as primary contact for external auditors. Coordinates the annual audit process; prepares schedules and documentation requested for the audit.
- Reconciles financial transactions; prepares trial balances; explains variances and coordinates adjustments to accounts; prepares reports.
- Strong support role in the implementation and ongoing maintenance of the District's financial and enterprise resource planning (ERP) software.
- Participates in, and assumes responsibility for, various departmental activities including monthly and yearly financial statements, general ledger monitoring, banking and cash monitoring, accounts payable, receivable and special projects.
- Prepare and provide Board of Directors and Finance Committee reports and presentations
- Prepare and provide special and compliance reports such as the annual State Controller's reports
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of finance and accounting.
- Ensures District compliance with all payroll tax laws and regulations. Reviews bi-weekly payroll preparation. Reviews all payroll filing reports.
- Monitors collection status of miscellaneous billings and initiates appropriate collection measures when necessary. Ensures all miscellaneous billings are prepared and recorded in the general ledger.
- Responsible for all banking relationships. Opens and closes bank accounts as necessary.
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential functions of the position, including, but not limited to:

Knowledge of:

- Leadership and communication styles to be supportive and effective supervisor.
- Modern principles, practices, and methods of public and governmental accounting, budgeting, auditing and application of principles and procedures to a variety of accounting cycles and transactions.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to government financial operations.
- General principles and practices of financial system software functionality and its application to the District's financial operations, including proficient use of Microsoft Office software.
- Principles and practices of financial analysis, researching, reporting.
- Methods and techniques of maintaining general ledgers and reconciling fiscal transactions.
- Familiarity and experience with payroll processing and Federal and State payroll rules and regulations
- Complex record keeping principles and procedures.
- Techniques for providing a high level of customer service by effective written and oral communication with the public, vendors, contractors, and District staff.

Ability to:

- Supervise, direct, train and evaluate performance of accounting staff
- Perform a variety of professional accounting work in multiple areas such as accounting, budgeting and auditing.
- Extract information from multiple sources; research, compile, analyze and interpret financial information and draw sound conclusions.
- Prepare, examine, and verify a diverse range of financial transactions and documents.
- Prepare clear, complete, and concise financial and administrative statements and reports.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Establish and maintain effective internal and external working relationships.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

EDUCATION AND EXPERIENCE:

- Education: Bachelor's degree from an accredited four (4) year college or university with major coursework in accounting, finance, business or public administration, or a closely related field.
- Experience: Five (5) years of responsible professional accounting experience, three (3) years of supervisory experience. Additional experience may substitute for the required education.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

Must possess ability to work in a standard office setting and use standard office equipment, including a computer; ability to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required; ability to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees will communicate and interact with both staff and members of the public in interpreting and enforcing District and departmental policies and procedures.