



COMPTROLLER
FLSA: Exempt
Grade 34 \$71,713.21 - \$114,741.12

GENERAL DEFINITION

This is a highly responsible, professional position that provides management oversight of the City's accounting system and staff. Performs professional accounting management work, both administrative and supervisory, in supporting the department's maintenance of fiscal integrity of the City's financial records and disbursement processes. Areas supervised include, but may not necessarily be limited to, are general ledger, accounts payable, payroll, grants administration, debt management, and special projects. Ensures adherence to and compliance with generally accepted accounting principles, department policies and procedures, and applicable regulatory and statutory requirements. The Comptroller also conducts research, evaluates accounting systems and personnel, personally undertakes and manages accounting projects and other finance-related issues. The individual holding the position will also assist in developing and implementing financial policies and procedures related to accounting management. Work is performed under the general direction of the Finance Director.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages the activities of the Accounting Division, including Accounts Payable, Payroll, and General Ledger.
- Manages disbursement procedures and administration of policies for the City accounts payable and payroll function.
- Manages general accounting operation procedures and administration of policies for the City's general ledger function, including fixed assets.
- Oversees and coordinates the City's involvement in the preparation of the CAFR with the external auditing firm.
- Oversees, coordinates and prepares various reports and work papers for the year-end audit process, including review of monthly schedules.
- Prepares required State and Federal financial reports as needed for the City.

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- Monitors the weekly disbursement activities, working with the Treasurer to ensure sufficient liquidity/cash flow is available at all times.
- Prepares proposals for auditing services and coordinates the audit arrangements.
- Reviews accounting-related policies and procedures on an ongoing basis, recommending revisions as needed, to ensure proper internal controls and audit tracking systems.
- Prepares appropriate written financial reports for Commission, board and staff meetings, presenting orally where required.
- Reviews the general ledger expenditure accounts on a monthly basis to ensure proper recording of expenditures.
- Supervises staff, providing guidance, assistance and direction as necessary in proper processes and procedures.
- Oversees the financial administration of the City's grants.
- Administers the City's debt, ensuring compliance with covenants, as well as related statutory and regulatory requirements.
- Oversees miscellaneous accounts receivable, such as ambulance services.
- Serves on related committees as determined necessary.

KNOWLEDGE, SKILLS & ABILITIES

- Mastery of methods and principles of governmental accounting theory and principles, including GAAFR, GAAP, and GASB.
- Advanced knowledge of modern office practices, procedures, computerized accounting systems, equipment and techniques normally applied to governmental accounting systems.
- Knowledge of statutes, ordinances, regulations, policies and procedures relating to the receipt, custody and expenditure of governmental funds.
- Ability to produce and maintain complex fiscal and accounting records, reports and financial statements.
- Ability to manage staff in the preparation of timely, accurate, and complex financial and statistical reports.
- Ability to direct independent audits of complex sets of governmental accounting records.

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- Management skills (including planning & organizing, delegation, oral communication, and control) to effectively supervise the work of professional and clerical personnel.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university with a major in Accounting or Finance and 5 years experience in a financial field, within the last 8 years, demonstrating progressively responsible assignments, with a minimum of three (3) years supervisory experience. Master's degree in a business-related field or Certified Public Accountant (CPA), Certified Government Finance Officer (CGFO) or equivalent may substitute for two years of the required experience.

PREFERRED

3 years of recent financial experience in a governmental or similar public-sector organization.

Master's degree in a business-related field with 5 years recent experience.

Certified Public Accountant (CPA) with 5 years recent experience.

Certified Government Finance Officer (CGFO) with 5 years recent experience.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. 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.

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Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

A review of this position has excluded marginal functions of the position that are incidental of the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date