

JOB DESCRIPTION

Job Title	City Comptroller
Reports to	City Clerk
Supervises	Co-Treasurers
Overtime Status	Exempt

Characteristics of the Class

- To oversee the financial operation and management of the General Fund, Water and Sewer Enterprise Funds.
- Performs related work as required.
- This position may require the implementation of responsibilities outside of the normal work week.
- This position is not considered essential as related to inclement weather or natural disaster.

Duties and Responsibilities

- Responsible for;
 1. Financial operation,
 2. Banking operation,
 3. Budgets,
 4. Fixed Assets,
 5. Long Term Debt and
 6. Annual Audit
- This position is responsible for various financial reports and analysis; such as: Monthly Balance Sheet Account, Income Statement Account, General Ledger, Cash Analysis, Collateral Report and analysis of ratings for banks.
- Prepare monthly comments letter.
- Serve as a financial representative at City Commission meetings.
- Present monthly financial results and yearly budget to the City Commission as well as other pertinent financial information.

- Assists in the development and administration of the City budget and any amendments.
- Works with the Co-Treasurers who are to assist the Comptroller in any areas needed.
- Performs other related duties as required.

Typical Working Conditions and Unique Physical Requirements

- Majority of time spent indoors at office with very little physical exertion required other than occasional light lifting. Most of time spent sitting at computer/desk.

(Persons employed in this classification will typically perform their primary job duties under these conditions. However, these conditions may change on occasion in performing the duties of any individual position.)

Minimum Qualifications

Education, Training and Experience

- Bachelor degree from an accredited college in Accounting or Finance supplemented by five years of related accounting experience.

Special Licensing Requirements

- Valid driver's license
- Must be able to pass a criminal background check and drug test.
- This position requires that employee shall be bondable during employment.

Special Knowledge, Skills and Abilities

- Knowledge of Microsoft Office, MAS90 and Utility Manager computer programs Must be willing to learn any accounting based software needed.
- Must be analytical and detail-oriented.
- Ability to prioritize tasks.
- Must be able to train others in delegated tasks.

- Must have effective written and verbal communication skills.
- Ability to establish and maintain effective working relations with employees, governmental officials and the general public.
- Ability to maintain important records efficiently and accurately and to prepare clear and concise reports from information.
- Must be adaptable to change.