SOUTH COAST WATER DISTRICT

CONTROLLER
(Executive C)

DEFINITION

This position is located in the Finance Department and plans, organizes, and provides direction and oversight for financial services of the District including accounting, budget preparation, payroll, accounts payable, and accounts receivable, contract administration, and general and JRWSS accounting; plans, manages, and coordinates the implementation of cash management, banking relationships, investment of funds, financial reporting and audits, short and long-range financial activities, and accounting personnel; ensures that functions meet all applicable laws, regulations, and District policies; fosters cooperative working relationships with intergovernmental and regulatory agencies; provides highly complex professional assistance to the Chief Financial Officer and other District management staff in areas of expertise; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Financial Officer and administrative direction from the General Manager. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is an executive level, non-merit system, contract position. The title is Controller.

The Controller oversees and directs all activities of the Finance/Budget Division function of the District, including day-to-day operations and short and long-range planning including budgeting, developing and implementing processes and procedures. Responsibilities include coordinating the assigned activities with those of other divisions and departments and managing and accomplishing the complex and varied functions of the finance function. The incumbent is accountable for accomplishing planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Chief Financial Officer in that the latter has overall management responsibility for all functions of the Finance Department and for developing, implementing and interpreting public policy.

The incumbent ensures that her/his activities are aligned with and support the South Coast Water District’s policies, mission, vision, core values, core strategies, and annual action items as well as performance measures.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- Directs and participates in all activities related to the District’s accounting function, including the accounting system, payroll, accounts payable, processing and issuance of checks and warrants, and cash receipts.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the assigned functions.
- Oversees the preparation of District’s budget, serving as the primary budget authority, effectively communicating the budget preparation calendar and information needs and deadlines; develops
budgetary goals and objectives, and communicates budget related policies and procedures to District staff.

- Administers the annual budget and advises departments of budget problems, policies and procedures, assists in the maintenance of proper budgetary controls, responds to inquiries from District staff regarding budget questions and issues.
- Conducts a variety of organizational studies, investigations, and operational studies including rate efficiency and connection fee studies; prepares reports of findings; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Manages the timely and accurate preparation of budgeting documents and financial reports, including the GASB 45, Comprehensive Annual Financial Report and annual Audit report.
- Provides for the selection, training, professional development and work evaluation of department staff, authorizes discipline as required, and provides policy guidance and interpretation to staff.
- Directs, oversees, and develops the work plan related to assigned function; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures; prepares various staff reports on operations and activities.
- Prepares, administers, and is responsible for the budget for assigned function; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Contributes to the overall quality of the division’s service by developing, reviewing and implementing policies and procedures to meet accounting, internal control, and legal requirements and District needs.
- Participates in the development and implementation of long-range financial plans for the District.
- Manages the review, selection, testing, and installation of new financial computer applications.
- Assists in the development and implementation of new revenue opportunities and cost recovery programs.
- Ensures compliance with debt covenants; establishes accounts and monitors revenue coverage and reserves for compliance.
- Coordinates, reviews, evaluates, and implements improvements to the District's administrative and financial internal control systems and procedures.
- Plans, oversees, and implements the District cash management system and implements Board directed investment policy.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, presentations, and other materials, such as detailed accounting analyses, statistical compilations, and narrative reports for the purposes of disclosing and presenting information to District management, the Board of Directors, and the public.
- Monitors changes in laws, regulations, and technology in assigned areas, and implements policy and procedural changes as required.
- Participates in strategic planning for the District and sets goals for the assigned function to support the strategic plan; develops polices, procedures, and protocols to implement District goals and objectives.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting and the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Principles and methods of public finance administration, particularly in the areas of investments and debt financing.
- Principles and practices of budget development, administration, and accountability.
Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Revenue forecasting and budget preparation.

Principles and practices of financial information systems and software and their application to District operations.

Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.

Generally accepted accounting procedures.

Applicable Federal and State laws; District, department, and division regulations, codes, policies, and procedures.

Principles and practices of contract administration and evaluation.

Recent and on-going developments, current literature, and sources of information related to the operations of Finance Division.

Record keeping principles and procedures.

Modern office practices, methods, and computer equipment and applications related to the work.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

Ability to:

Plan, organize, administer, coordinate, review, and evaluate a variety of finance-related programs.

Design, establish, and supervise the maintenance of municipal financial systems.

Prepare complex financial, economic, statistical and administrative reports and analyses.

Administer programs and the work of staff directly and through subordinate levels of supervision.

Provide for the selection, training, development, motivation, and work evaluation of staff.

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.

Interpret, apply, and explain complex laws, codes, regulations, and ordinances.

Prepare and administer budgets; allocate limited resources in a cost effective manner.

Effectively represent the division and the District in meetings with governmental agencies, professional groups, and regulatory and legislative organizations.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Accurately and effectively design large, complex spreadsheets; analyze and solve complex fiscal problems.

Make accurate arithmetic, financial, and statistical computations.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work and set priorities.

Operate modern office equipment including computer equipment and specialized software applications programs.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

Establish and maintain effective working relationships with those contacted in the course of the work.
EXPERIENCE AND TRAINING GUIDELINES
Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Experience:

Minimum five (5) years of progressively responsible experience providing direction and oversight for financial services and managing staff in a public agency or corporate finance environment required.

Training:

Bachelor’s degree from an accredited college or university in finance, business, accounting or related field. A Master’s degree or CPA certificate is desirable.

License or Certificate:

➢ Valid California class C driver’s license with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed 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 weighing 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 may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.