

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** City Controller  
**FUNCTIONAL AREA:** Finance Department

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### **WORK OBJECTIVE:**

Under administrative direction, the purpose of the position is to direct and supervise Accounting, Accounts Payable, Payroll and Utility Billing personnel to ensure all work is performed according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this classification are responsible for assisting in the coordination and integration of activities toward achievement of established goals and objectives. Work includes preparing various specialized financial reports and analyses to support and recommend decisions to the Commission and executive management. Employee works with a high degree of independence and initiative, and may confer with the Director of Financial Services on matters involving unusual accounting problems.

### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. 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.

- Assists Director of Financial Services in planning, coordinating and implementing departmental goals and objectives; assists in the coordination and integration of all activities toward achievement of established goals and objectives; develops and implements departmental policies and procedures.
- Directs, supervises, schedules, assigns work, supports and evaluates Accounting, Accounts Payable, Payroll, Financial Analyst and Utility Billing full-time and part-time personnel ensuring all work is performed according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Follows up on assignments. Contributes to team efforts by accomplishing related results as needed.
- Coordinates year-end preparation, documentation and closing procedures; acts as liaison to auditors.
- Develops and implements accurate accounting of City funds, ensuring sufficient accountability measures for municipal accounting activities.
- Calculates and prepares various documentation regarding financial activities and analyses, e.g., weekly, monthly and annual reports, draft and revised codes and ordinances; administers and implements the preparation of various County, State and Federal reports.
- Performs verification and reconciliation tasks for bond funds and capital projects according to department checks and balances procedures.
- Monitors and evaluates all financial and reporting activities for the Charter School Fund.
- Performs routine to highly complex accounting work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.

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- Maximizes return on financial assets by recommending and implementing financial policies, procedures, controls, and reporting systems.
- Guides financial decisions by recommending, implementing, monitoring and enforcing policies and procedures.
- Monitors and confirms financial condition by conducting audits; provides information to external auditors.
- Maximizes returns and limits risk on cash by minimizing bank balances; makes investments.
- Prepares and recommends budgets; establishes schedules, collects, analyzes, and consolidates financial data; recommends financial plans.
- Achieves budget objective by scheduling expenditures; analyzes variances, initiates corrective action.
- Provides status of financial conditions by collecting, interpreting, and reporting financial data.
- Prepares special reports by collecting, analyzing and summarizing information and trends.
- Complies with federal, state and local legal requirements by studying existing and new legislation; anticipates future legislation; enforces adherence to requirements; files financial reports; advises management on needed actions.

### MINIMUM QUALIFICATIONS:

#### **Education / Certifications / Experience –**

Bachelor's Degree from an accredited college or university in Accounting, Business Administration or other related field; CPA Certification or Master's Degree in Accounting, Finance or related field preferred; supplemented by five (5) to seven (7) years progressively responsible governmental accounting experience, to include four (4) years experience within a supervisory/lead capacity.

#### **Knowledge, Skills, & Abilities –**

Extensive knowledge of generally accepted accounting principles and practices (GAAP) of governmental accounting, GASB 34, governmental financial management, and auditing standards.

Extensive knowledge of the organization and government finance including knowledge of inventory control procedures.

Ability to understand, follow and direct written and oral instructions.

Ability to direct ideas clearly and concisely, both orally and in writing.

Ability to read, update, analyze and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relations with departmental personnel and City executive staff.

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Skill in the principles and practices of governmental accounting/budgeting management and analysis.

Skill in performing and analyzing routine to highly complex accounting work and financial analysis; ability to recognize and report deviations through audit programs.

Skill in performing routine to highly complex mathematical computations and tabulations accurately and efficiently.

### **PHYSICAL REQUIREMENTS:**

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 (5-10 pounds).

### **ENVIRONMENTAL REQUIREMENTS:**

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.