

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## CONTROLLER

---

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – 08/15/2018

---

**SUMMARY:** Under general direction, this position performs a variety of difficult and complex accounting work in support of District financial, accounting, payroll, and related administrative and analytical functions; assists with District audits; supports the Director of Administration in bargaining unit negotiations; and provides accounting training of District staff.

**SUPERVISION:** Receives general supervision from the Director of Administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, coordinates and assists with daily accounting and payroll functions
- Performs hands-on accounts payable and daily accounts receivables functions
- Reviews and insures the accuracy of ledger postings and makes adjusting and correcting entries
- Manages and maintains general ledger chart of accounts
- Performs fixed asset management, insuring timely and accurate posting to the general and subsidiary ledgers
- Coordinates and organizes the monthly and annual closing process
- Prepares draft monthly Board financial statements for Director of Administration analytical review and write-up of data changes
- Performs periodic internal audits of accounting records and operational processes to insure control procedures are working as intended
- Assists with annual audits conducted by outside auditors, including preparing the requested audit materials, schedules, and certain reports.
- Supports the Director of Administration in confidential bargaining unit negotiations by creating financial analysis of MOU costs and budget availability;
- Prepares the financial statements, tables, and other financial data for the annual report

- Performs monthly bank account reconciliations for review by Director of Administration
- Assists District management with development of the annual budget, including rate development, and prepares monthly reports of budget-to-actual results
- Assists other departments with questions on the budget, proper coding, document processing, and other accounting-related activities
- Monitors cash accounts and records monthly disbursements
- Performs financial analysis on annual and periodic reporting
- Researches latest accounting statements and recommends implementation process
- Performs special analytical studies as directed by the Director of Administration

**QUALIFICATION REQUIREMENTS:** Knowledgeable of principles and practices of Generally Accepted Accounting Principles, governmental fund accounting practices including internal controls, auditing, budgeting and rate setting; payroll processing; cash handling processes, including bank deposits; procedures, policies, rules and practices affecting the development, maintenance and control of fiscal record keeping systems; computer hardware and software programs such as MS Office, Great Plains, and Utility Star; principles and practices of pertinent Federal, State, and local laws, rules, and regulations governing accountability of funds in public agencies; District policies, rules and regulations.

Ability to communicate effectively, both orally and in writing; use independent judgment in fairly non-routine situations, such as but not limited to calculating anticipated revenue and/or expenditures; prioritize workload efficiently, without direct instruction, to meet deadlines under changing conditions; to be detail and results oriented with initiative and follow through; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; establish and maintain effective, cooperative working relationships; and interpret, explain and apply generally accepted accounting and auditing principles.

**EDUCATION AND/OR EXPERIENCE:** Bachelors degree required, preferably in accounting, business or public administration or related field, and three years of increasingly responsible work experience performing accounting, budget preparation, personnel management, public program analysis, and analytical report preparation.

**LICENSE AND/OR CERTIFICATES:** Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

**PHYSICAL DEMANDS:** Ability to operate a variety of automated office machines; reasonable typing and writing skills; exert light physical effort in sedentary to light work involving sitting most of the time, but may involve walking or moving from one area to another or standing for brief periods of time.

Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.