



Midpeninsula Regional Open Space District

CONTROLLER

DEFINITION

Under policy direction, provides oversight and monitors the accounting system of the District; performs difficult and complex professional duties related to the District's investments and revenues; monitors and manages the District's investments by tracking cash flows and forecasting future cash flow needs, analyzing investment opportunities, maintaining current knowledge of appropriate laws and their applications, and making recommendations and reporting on investing all surplus funds in compliance with the District's investment policy; monitors and projects District revenues; provides highly complex and responsible support to the General Manager and Board of Directors in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors within a framework of legal guidelines, broad policies, and established organizational values and processes. May exercise general supervision and direction over professional and administrative support staff.

CLASS CHARACTERISTICS

This classification provides expert assistance to the General Manager and Board of Directors in a variety of financial planning and analysis areas, such as accounting system oversight, audit, investment, and revenue programs and activities. Successful performance of the work requires knowledge of the law, public policy, and District functions and activities, including the role of Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing financial planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS *(Illustrative Only)*

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.

- Participates in the development and implementation of goals, objectives, policies, and priorities for the financial management program; recommends and administers policies and procedures.
- Establishes the District's budgeting, accounting, and financial reporting practices; evaluates accounting procedures and financial controls; ensures public funds are safeguarded and properly accounted for; manages external audit, responds to and implements audit recommendations.
- Participates in the development, administration and oversight of the District's annual budget.
- Makes recommendations; manages and invests all excess funds while following the District's investment policy; executes timely investment transactions based upon multiple fund flows and market factors.
- Keeps abreast of investment market and formulates portfolio strategy in accordance with investment policy and changes in the market.
- Researches and recommends new investment policies and strategies to the Board of Directors and General Manager; provides information to Accounting in order to create and maintain investment and accounting records.

- Prepares reports on investment activities to the District Board; creates and maintains policy documents and manuals.
- Develops short, medium, and long-term cash flow projections to help determine investment strategy; researches and makes recommendation for sale of District Bonds for land purchases.
- Provides highly complex staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence to various commissions, committees, and boards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of investments and general revenue; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of governmental accounting, public finance administration and budgeting, and auditing; federal and state regulations and guidelines as they pertain to finance, taxation, and revenue management.
- Applicable federal, state, and local laws, codes and regulations.
- Methods and techniques for writing and presentations, business correspondence and information distribution; research and reporting methods, techniques and procedures.
- Techniques for effectively representing the District in contacts with government agencies, community groups and various business, professional, regulatory and legislative organizations.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Effectively administer special projects and a variety of finance programs and administrative activities.
- Conduct effective negotiations and effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- 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, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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:

Equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, economics, business or public administration, or a related field and seven (7) years of management and/or administrative experience in governmental finance and accounting. A master's degree is highly desirable.

Licenses and Certifications:

None.

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 to visit various District and meeting sites; vision to read printed materials and a computer screen, as well as interpret colored warning and alarm lights on computer equipment; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas is often required. Finger dexterity is needed to frequently access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification frequently 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.

ENVIRONMENTAL ELEMENTS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may be required to travel to District field sites where exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and mechanical and/or electrical hazards are possible. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work evenings, weekends, and holidays.

EFFECTIVE: December 2010
REVISED: N/A
FLSA: Exempt