



City of Tempe

CONTROLLER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	447	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$102,350
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$138,173
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Controller
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from higher level supervisory or management staff.
 Exercises direct supervision over professional, technical and clerical accounting staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of increasingly responsible experience in financial and accounting administration, preferably in municipal government, including two years of administrative and/or supervisory responsibility.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a degree related to the core functions of this position.
<i>License / Certification:</i>	Certification as a Certified Public Accountant (CPA).

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To manage, direct and supervise the activities of the Accounting Division; to perform a variety of highly complex professional accounting work; and to provide complex staff assistance to the Deputy Internal Services Manager - Finance.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Prepare the Section budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Supervise and coordinate the preparation of the City's comprehensive annual financial report, which includes responding to technical questions and issues from the external auditors and City accounting staff.
- Recommend goals and objectives; assist in the development of policies and procedures.
- Monitor the City's financial condition; analyze financial statements; keep abreast of financial market activities; prepare reports and make recommendations regarding the City's finances; supervise the City's cash management and investment activities; invest the City's temporarily idle cash; administer the City's chart of accounts.
- Supervise the development, installation, and administration of accounting and auditing systems; prepare or supervise the preparation of accounting and auditing procedures, instructions, and operating manuals.
- Advise departments, divisions, and sections on accounting problems, policies, and procedures; assist in the maintenance of proper internal controls to ensure the safeguard of City assets.
- Develop and administer cost accounting procedures which relate expenditures and revenues to specific cost areas.
- Supervise and participate in the preparation of difficult and complex financial and administrative reports; prepare and analyze financial reports and records to determine trends or irregularities.
- Supervise the payroll and accounts payable functions of the City.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
-----------------------------	-----------------	---------------------

Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective February 2003</i> <i>July 2005 (Title change)</i></p>