

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 01, 2022

POSITION TITLE: **CONTROLLER**

GRADE LEVEL: M30

SUPERVISOR TITLE: Chief Financial Officer

FLSA Status: Exempt Non-Exempt At-Will

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under general direction, the Controller implements, manages, and coordinates the complete range of accounting duties including accounts payable, accounts receivable, payroll, fixed asset accounting, job costing, Property/Leasing Management functions, and supervises the procurement and warehouse operations. Plans and achieves timely and accurate recording and reporting of District's financial activities. Additionally ensures the financial activities and reporting for various other entities that the District is contractually providing accounting administration support. Coordinates annual audit activities and preparation of Annual Comprehensive Financial Report (ACFR), and provide highly complex staff assistance to the Chief Financial Officer (CFO).

CLASS CHARACTERISTICS

This is a middle management level classification with responsibilities for managing and directing a District department. Responsibilities consist of organizing assigned services and budget and personnel administration for the assigned functional areas of responsibility. Duties may include performing the most difficult and complex tasks assigned to the work unit. Positions at this level report to the assigned division head and directly supervise multiple support staff. This is an At-Will job classification and is represented by the Rancho California Water District Management, Professional, and Confidential Employees' Association Management, Professional, Confidential Employees Association (RCWD MPCEA) bargaining unit.

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

- ✎ Implements, manages, and coordinates accounting services and achieves assigned goals and objectives; recommends resources, staffing, organizational structure and strategies.
- ✎ Supervises, coordinates, and participates in a wide range of accounting services and procedures.
- ✎ Oversees the preparation of the District's ACFR, including preparation, narrative, notes, schedules, and worksheets.
- ✎ Reviews and evaluates work methods, procedures, services, and products; identifies and recommends evaluation standards and criteria; monitors and assesses measures of effectiveness and efficiency.
- ✎ Recommends, implements, and ensures compliance with operational policies and procedures, ensuring sound accounting principles and proper internal control structure maintained.
- ✎ Participates in hiring, supervising, training, and evaluating assigned staff to include conducting performance evaluations, counseling, and disciplining employees as needed.
- ✎ Compiles, organizes, and evaluates complex financial and statistical data from various sources. Prepares a wide variety of detailed and intricate analyses, reports, journal entries, account analysis, financial statements, and supporting schedules.
- ✎ Develops and recommends the department's budget, including monitoring appropriations and expenditures, and recommending mid-year adjustments as necessary.
- ✎ Provides complex support to higher-level management staff.
- ✎ Investigates and prepares recommendations related to operational and administrative issues in relation to financial matters.
- ✎ Manages monthly financial reporting with analysis of budget to actual variances for the District and various other entities.
- ✎ Manages payroll processing functions, including bi-weekly time card reporting and check generation, deferred compensation statements, tax reports, CalPERS, and Worker's Compensation.
- ✎ Manages general ledger, fixed assets, job cost, and related systems.
- ✎ Coordinates activities and provides information and assistance to external auditing staff.
- ✎ Coordinates accounting activities with other agencies and District functions.
- ✎ Collaborates with District staff and may represent the District with financial institutions, public, auditors, finance/accounting consultants, and other agencies, which require a high level of decision making on behalf of the District.

- ✎ Attends and participates in professional meetings, stays abreast of new trends and innovations in the field of finance; ensures the District remains compliant with regulatory accounting standards and incorporates effective and required practices.
- ✎ Manages the District's accounts payable and receivable functions.
- ✎ Plans and manages internal auditing of internal controls and procedures within the accounting department.
- ✎ Supports the District's property management functions.
- ✎ Provides written and verbal reports to Board of Directors and various committees as required.
- ✎ Oversees and manages the District's centralized purchasing program; ensures compliance with District and governmental regulations; ensures that purchasing procedures, activities, and specifications meet District requirements.
- ✎ Manages and directs District warehouse operations; develops and implements effective inventory controls and replenishment procedures.
- ✎ May serve as the District's Deputy Treasurer and perform associated duties.
- ✎ Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- ✎ Complex principles and practices of accounting.
- ✎ Principles of employee supervision including training, development, and performance evaluation.
- ✎ Techniques of public agency budget administration.
- ✎ General principles of public administration and management related to the implementation and evaluation of programs, operations, and services
- ✎ Applicable laws, codes, and regulations.
- ✎ Modern office equipment including computer software applications related to the field of work.
- ✎ Principles and practices of sound safety management.

Ability to:

- ✎ Implement and evaluate a full range of accounting duties.
- ✎ Conduct highly complex financial analyses and prepare clear and concise financial statements and reports.
- ✎ Evaluate operational and administrative problems and formulate effective strategies and solutions.
- ✎ Provide supervision, training, work development, and evaluations for District accounting, purchasing, and warehouse staff.

- ✎ Communicate effectively, both verbally and in writing.
- ✎ Prepare detailed reports, memoranda, and correspondence.
- ✎ Select, supervise, train, and evaluate assigned staff.
- ✎ Administer an assigned department budget.
- ✎ Interpret and apply laws, codes, regulations, policies, and procedures.
- ✎ Exercise independent judgment and function effectively in a variety of difficult situations.
- ✎ Gain cooperation through discussion and persuasion.
- ✎ Ability to comply with and enforce the District's Safety, Health, and Environmental policies.
- ✎ Offer helpful information in order to create favorable public relations.

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Minimum of seven (7) years of accounting experience, with five (5) years in a supervisory/management capacity.

Training: Bachelor's degree with major course work in accounting. MBA and/or CPA are desirable.

Licenses and Certificates:

- ✎ Valid California driver's license required


PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position requires the employee to perform the following physical activities:

- ✎ Frequently use office equipment such as a computer, copier and FAX machine
- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges with or without correction
- ✎ Regular attendance
- ✎ Work in a temperature controlled office environment with moderate noise

 Occasional travel by automobile conducting District business

OTHER REQUIREMENTS

 This position is at-will and classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position will be required to work varying hours, weekends, and holidays as the day-to-day job duties may require.

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| _____ | _____ |
| Employee Signature | Date |
| _____ | _____ |
| Supervisor/Manager Signature | Date |