



JOB DESCRIPTION

JOB TITLE:	Comptroller	FLSA:	Exempt
DEPARTMENT:	Comptroller	GRADE:	D3
REPORTS TO:	County Manager	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for managing, coordinating and directing the operations, staff and business activities of finances and budget of the County and create policies; oversees the following departments/functions: Accounting, Payroll, Human Resources, Information Technology, Risk Management, and Animal Services.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage.
- Hires and fires staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Administers finances for the County and multiple other governmental entities; collaboratively develops and administers annual budgets; prepares financial projections; performs strategic planning; performs Board presentations; performs ongoing monitoring and communication.
- Prepares the County's Consolidated Annual Financial Report in accordance with Generally Accepted Accounting Principles and works with independent auditors.
- Designs, implements and monitors internal controls for the County.
- Coordinates and supervises risk management activities for the County.
- Oversees and ensures compliance on federal and state reporting requirements.
- Communicates regularly with the general public, other governments, internal departments, teams, and various public bodies, including presentations and testifying before various boards and the Nevada Legislature.
- Assists with labor negotiations as a member of negotiating teams.
- Collaboratively assists the County Manager, executive teams, and various Boards during strategic planning sessions.
- Monitors and interprets changes in laws and regulations related to public agency accounting, financing and financial reporting, evaluates their impact upon County activities, and develops and implements policy and procedural changes as required.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



COMPTROLLER

ESSENTIAL FUNCTIONS: (continued)

- Oversees and supervises Accounting, Payroll, Human Resources, Information Technology, and Animal Services functions.
- Contributes to the efficiency and effectiveness of the department's service to its customers by directing the team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in finance, accounting, or a related field; AND five (5) years of managerial experience over accounting and financial operations in a public agency; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board, with emphasis on governmental and fund accounting, including methods of financial reporting and financial statement preparation.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Applicable laws, codes and regulations; computer applications related to the work.
- Principles and practices of financial auditing.
- Record management principles and practices; techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
- Nevada Revised Statutes as they relate to accounting, budgeting, purchasing, financial reporting, and labor negotiations.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.



COMPTROLLER

Skill in:

- Supervising programs, projects and staff.
- Training others in policies and procedures related to the work and providing for their professional development.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Planning, organizing and administering a comprehensive financial management and reporting program.
- Overseeing and coordinating the conduct of comprehensive annual financial audits.
- Managing accounting, human resources, information technology, and animal services operations.
- Interpreting, applying and explaining complex codes, ordinances and regulations related to the areas of responsibility.
- Using initiative and independent judgment within general policy guidelines.
- Overseeing and performing complex problem definition and resolution activities.
- Setting priorities, coordinating multiple activities and meeting critical deadlines; reading and interpreting plans, specifications and contracts.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.
- Certified Public Accountant (CPA).

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate over the telephone and in person.