

CITY OF HAMTRAMCK

Controller Job Posting

Department: Finance

Division: Finance

Supervised by: City Manager

Salary: 100,000 – 115,000 DOQ

Status: At Will Contract Employee

Supervises: Accounts Payable, Payroll, Treasurer, Income Tax

Position Summary:

Under the general direction of the City Manager, plans, organizes, directs, and evaluates the operations of the Finance Department, including oversight of the City's financial, treasury, budgetary, accounting, income tax, and grants. Including but not limited to, supervising subordinate supervisors, employees, and contractors, in the treasury, income tax, purchasing, payables and receivables, and information technology.

Requirements:

A Bachelor's degree in accounting is a must. Master's degree, CPA and/or related professional certifications are preferred.

Five or more years of progressively responsible experience in professional accounting or finance, preferably fund accounting in the public, and previous management/supervisory experience.

Essential Job Functions:

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Plans and directs the City's fiscal policies; analyzes operations to evaluate performance of the City and its staff in meeting objectives and to determine areas of potential cost reduction, program improvement, or policy change.
- Develops financial studies and plans; gathers, interprets, and prepares data for studies, reports and recommendations.
- Directs and coordinates the City's financial and budget activities to fund operations, maximize investments and increase efficiency.
- Responsible for overseeing all functions of the City's Utility Billing, Cash Receipting, Accounts Payable and Payroll.
- Supervises the preparation and issuance of the tax bills, and the collection of taxes. Oversees the disbursement of taxes to other local units of government. Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.
- Supervises administrative employees performing financial functions,

- Ensures that assigned areas of responsibility are performed with budget; performs control activities; monitors revenues and expenditures to ensure sound fiscal control; prepares annual budget requests; ensures effective use of budgeted funds, personnel, materials, facilities, and time.
- Participates in the selection of finance staff and the establishment and/or reorganization of departments.
- Establishes and maintains internal control procedures and ensures that state and national standard accounting procedures are maintained.
- Serves as member of the City's labor negotiation team by attending meetings and participating in costing proposals.
- Create or review budget adjustments.
- Assist Treasury and train treasury personnel as needed.
- Review Income Tax reports or direct contractors and review reporting from contractors.
- Approve City vendors.
- Approve invoice payments.
- Oversees the ongoing maintenance and development of computerized systems in the city.
- Maintains all financial records of the City. Plans, organizes, and administers the financial activities of the City in accordance with generally accepted accounting principles, best fiscal practices, and all state and local regulations.
- Completes and submits all financial reporting required by the City and state and federal agencies.
- Prepares annual financial statements and oversees annual City audit.
- Supervises the year-end closing of financial records. Provides needed documentation, schedules, and information to the City's auditors.
- Assist the City Manager in preparing the annual City budget. Monitor and analyze expenditures throughout the fiscal year to maintain compliance with the approved budget.
- Performs cash management functions including investment of municipal funds. Balances all funds and reconciles internal and bank accounts. Investigates and examines various investment options to achieve the best possible rate of return.

Requirements of Knowledge, Ability, and Skill:

- Knowledge of modern governmental accounting theory, principles, practices, and procedures.
- Knowledge of procedures relating to municipal operations including auditing, budgeting, and treasury functions.
- Knowledge of property tax law.
- Ability to understand, speak, and write in the English language.
- Ability to read and interpret documents and write routine reports and correspondence.
- Ability to speak effectively before a group of persons.
- Ability to deal with customers who may become verbally combative in a telephone or personal situation.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Ability to work both independently and cooperatively.
- Ability to exercise professional judgment and maintain confidentiality when necessary.
- Ability to apply the overall mission of a department to make executive decisions.
- Ability to review several diverse reference sources and select and synthesize data for reports and other forms of correspondence.
- Ability to apply instructions and guidelines in the disposition of problems.

- Ability to direct, review, and evaluate the work of other employees, as required.
- Ability to make decisions and take necessary actions.
- Ability to maintain composure during stressful situations.
- Ability to efficiently handle multiple tasks requiring a high degree of attention to detail.
- Ability to read, analyze, and interpret general business periodicals, professional journals technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, the City Administrator, Mayor, City Council, customers, and the public.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or board of directors.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic, equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distributions, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Skills in accounting software; database software; internet software, spreadsheet software and word processing software.
- Computer skills that encompass effective use of word processing, spreadsheet, email, and Internet browser software.

Physical Demands and Work Environment:

Time is spent in government offices and in meetings with other planning and City officials. Must be able to attend frequent meetings some may be after normal business hours.

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, and travel to other locations. The employee must regularly lift and/or move items of lightweight and may occasionally lift and/or move items of moderate weight. Specific vision abilities required by this job include close vision and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet to moderate.