

## CONTROLLER

### PURPOSE AND NATURE OF WORK

Position serves as the principal officer responsible for designing, implementing, and maintaining a system of internal control policies and procedures used throughout all departments of the Lafayette Consolidated Government, as well as ensuring compliance with Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) pronouncements, Federal Energy Regulatory Commission (FERC) financial standards, federal and state procurement statutes, risk and safety industry best practices, group insurance plan documents, and all related state, federal, and local laws concerning government finance and group health benefit administration. Incumbent reports to the Chief Financial Officer, supervises the Debt Management & Compliance Officer, and has supervisory responsibility, through division managers for the Accounting, Purchasing, and Risk Management & Group Insurance divisions.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Through supervision of the Accounting Manager, position oversees, manages, and participates in the accounting for and reporting of all LCG financial transactions, including but not limited to general ledger, accounts payable, accounts receivable, payroll, cash and treasury management, debt administration, and grant accounting. Directs and participates in the resolution of complex, fiscal, financial, and accounting problems which may have a significant impact on LCG's financial condition, operations, and credit rating. Through the supervision of the Purchasing and Property manager, position oversees, manages, and participates in the procurement of all materials, fixed assets, equipment, vehicles, buildings, land, infrastructure, major capital projects, and services for the government. Works closely with the Legal Department, the Administration, and other departmental directors in the preparation and review of interagency agreements and other contracts where there is a financial or procedural impact that affects the Department of Finance & Management. Acts as a lead on procuring, negotiating, and finalizing Finance & Management directed contracts, such as the fiscal agent agreement. Through the supervision of the Risk and Insurance Manager, position oversees, manages, and participates in all risk assessment, mitigation, safety, group health, liability, worker's compensation, and property insurance activities of LCG. Position acts as a lead contact for third party administrators of risk claims and group insurances, consultants, and insurance brokers. Participates in complex decision-making concerning updating, changes to and application of health plan guidelines and amendments. Responsible for implementing, directing, and overseeing risk assessments and ensuring compliance with internal control measures designed to safeguard organization assets and deter misuse and fraud. Through supervision of the Debt Management and Compliance Officer, position oversees, manages, and participates in the ongoing reviews of organization controls, operating procedures, and compliance with policies and regulations. Compiles and issues reports detailing conclusions and providing recommendations for improvements. Develops, reviews, comments on, and approves monthly, quarterly, and annual reports and other financial data produced by staff and used by all levels of LCG management. Oversees and participates in the preparation and provision of information to external auditors, including preparation of audit workpapers, account reconciliations, and the required Management Discussion and Analysis for the Annual Comprehensive Financial Report. Prepares complex ad hoc and periodic financial, budgetary, and management reports using multi-year system data, analytics, and research. Assures compliance with federal, state, and local legal requirements by studying existing and new legislation as well as relevant attorney general, ethics board, and legislative auditor opinions, recommending policy and procedure changes, and enforcing adherence to requirements. Monitors, oversees, and participates in the implementation of system and procedure changes and reporting requirements for new GASB pronouncements. Monitors, coordinates, or prepares updates to existing policy and procedure manual for the Finance & Management department, and also others as related to financial and accounting procedures. Acts as a lead contact for regulatory agencies such as FEMA and the Internal Revenue Service and coordinates and prepares requested data and information. Coordinates, assigns, and prepares data and reports in response to public information requests. Serves as an advisor and technical expert on accounting, purchasing, and risk issues for departmental directors, LCG staff, the CFO, and the legislative and executive branches of LCG. Serves as the Finance & Management representative on various intradepartmental committees, such as the Vehicle Program Oversight Committee, Departmental Accident Review Committee, and various Request for Proposal Bid Evaluation committees.

Manages and supervises a managerial and professional staff, which includes hiring, scheduling, training, overseeing daily workflow, evaluating performance, and conducting progressive disciplinary action as appropriate. Responsible for communicating the government's budgetary goals to the divisions under this position, implementing cost saving measures, reviewing, editing, and approving submitted divisional budgets and periodic budget revisions. Acts as the CFO's designee with regard to Human Resources related matters such as pre-disciplinary hearings and terminations for the Department of Finance & Management.

In the absence of the Chief Financial Officer, may temporarily assume full responsibility for duties of the CFO. Assists other departments with problem resolution of financial, procurement, and risk issues occurring within those departments. Performs related work as required.

### NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of governmental accounting principles, and of applicable laws, regulations, procedures and processes governing the receipt, investment, and expenditure of governmental monies.

Thorough knowledge of principles, practices, rules, laws, and regulations related to government purchasing and asset management, including those pertaining to federal, state, and local competitive bidding requirements, and grants.

Thorough knowledge of business software applications such as Office products, accounting systems, financial reporting systems, automated purchasing systems, and enterprise resource planning systems.

Considerable knowledge of the principles, methods, and practices of risk management, safety, and group health and life insurance.

Ability to design and implement financial, purchasing, and risk management reporting systems.

Ability to interpret complex financial data and communicate information to staff, management, elected officials, and the public.

Ability to track, identify, and review legislation that may impact LCG with regard to financial and other matters and to assist in incorporating legislative requirements into existing processes and procedures.

Ability to communicate effectively both verbally and in writing with all levels in the LCG hierarchy.

Ability to effectively manage and supervise the work of subordinates.

Ability to prepare and interpret financial reports and conduct financial analyses based on financial records.

Ability to establish and maintain effective relationships with employees, elected officials, and the public.

### DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in Accounting from an accredited college with certification as a public accountant and substantial progressively responsible experience in governmental and utility accounting and/ or auditing.