

Staff Report

for the Regular Meeting of the Board of Directors, December 14, 2016

TO: Board of Directors

FROM: Marvin Davis, Finance Manager
Jana Kolakowski, Human Resources Manager

DATE: December 7, 2016

SUBJECT: Controller Job Description

HUMAN RESOURCES

RECOMMENDATION:

Approve the elimination of the Accounting Administrator position effective May 3, 2017 and approve the formation of the Controller position.

BACKGROUND:

Staff has reviewed and recommended that the following Controller position be added to the Finance Department. With the notification of retirement by the Accounting Administrator, the budgeted headcount will not be impacted.

This role will ensure that the Finance department has the required staff in place with experience in governmental accounting. A salary survey of similarly situated positions has been performed and staff recommends using the District's current range WOC21(\$93,288-\$113,380) to attract a qualified candidate pool.

Staff has met and conferred with AFSCME regarding this position and there were no objections raised.

BUDGETARY IMPACT:

Estimated at \$10,000 per year additional salary, annualized.

Attachments (1):

- Controller Job Description

NEVADA IRRIGATION DISTRICT

CONTROLLER

Range WOC21 – BOD XX/XX/XX

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize, oversee and manage the activities and operations of the Accounting Department; to coordinate assigned activities with other departments and outside agencies; to provide leadership to the organization; and to provide highly responsible and complex administrative support to the General Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Manager.

Exercises direct supervision over assigned supervisory, professional, technical and administrative support personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
2. Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Finance Manager and Board of Directors; prepare and present staff reports and other necessary correspondence.
3. Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Oversee and participate in the development and administration of the Finance Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

NEVADA IRRIGATION DISTRICT

Controller

Essential Functions: *(Continued)*

6. Develop and implement fiscal policies, internal controls and systems relating to budget preparation and administration, accounting, contractual, financial reporting and labor negotiation strategies recommending improvements to ensure the integrity of the District's financial information.
7. Participate in the preparation of Request for Proposals (RFPs) and specifications for banking, auditing, OPEB, compensation, benefits, and other related services; review proposals for Bonds, certificates of participation, state loans and other long-term funding mechanisms.
8. Participate in the annual budget process; perform financial modeling and analysis and maintain budget and forecasting models; administer the budget process including revenue, salary and benefits prediction, rate setting methodologies and budget appropriations; assist the Finance Manager in communicating the District's actual performance versus budget and objectives to senior management.
9. Manage and oversee the District's external independent audit including work papers, schedule and financial statements preparation and resolution of auditor findings.
10. Ensure compliance with GASB guidelines; Federal, State and local laws, regulations, codes and/or standards and District policies, procedures and rules and regulations; ensure the integrity, accuracy and informational quality of the overall controllership functions.
11. Develop and implement policies and procedures related to the District's purchasing functions; ensure District departments comply with policies and procedures.
12. Negotiate and oversee the monitoring of contracts and agreements with outside service providers and vendors to ensure compliance and cost-effectiveness.
13. Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
14. Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
15. Build and maintain a working environment of trust and teamwork; swiftly and effectively address issues that threaten a cohesive working environment.
16. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
17. Perform related duties as assigned.

NEVADA IRRIGATION DISTRICT

Controller

QUALIFICATIONS

Knowledge of:

Principles and practices of public finance and accounting.
Principles and practices of agency budget preparation and administration.
Principles and practices of investments and debt servicing.
Principles and practices of leadership, motivation, team building and conflict resolution.
Pertinent local, State and Federal laws, rules and regulations.
Organizational and management practices as applied to the analysis and evaluation of programs.
Principles and practices of organization, administration and personnel management.
Information technology principles, practices, and applications.
Principles and practices of governmental purchasing and contract administration.
Modern office equipment including use of applicable computer applications.
Principles and practices of effective customer service.

Ability to:

Plan, direct and control the administration and operations of the Finance Department.
Prepare and oversee District-wide budgets.
Develop and implement department policies and procedures.
Supervise, train and evaluate assigned personnel.
Gain cooperation through discussion and collaboration.
Direct the development and implementation of sound procurement and information technology practices.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Interpret and apply Federal, State, District and department policies, procedures, rules and regulations.
Operate and use modern office equipment including a computer and applicable software.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Responsibility to:

Take appropriate steps to ensure the safety of personnel.
Report to the Risk Manager/Safety Officer any work assignment that you feel would require you or departmental personnel to perform the work in an unsafe manner and any safety risks or hazards.

Responsibility to ensure that all personnel under your supervision are:

Properly trained in safe work practices and procedures.
Utilizing proper protective equipment.

NEVADA IRRIGATION DISTRICT

Controller

Operating equipment properly.

Acknowledging the use of safeguards by other employees.

Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Minimum of five years of increasingly responsible experience in public accounting/finance; including three years of administrative and management responsibility.

Education:

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, business or public administration or a related field.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Possession of a CPA is desirable.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Conditions include attendance at evening meetings and irregular hours as necessary to meet deadlines and achieve objectives as well as periodic travel.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Mental Conditions:

NEVADA IRRIGATION DISTRICT

Controller

Essential functions may require maintaining mental condition necessary to analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; explain and interpret policy; handle conflict.