



## **Internal/External Employment Opportunity**

- JOB TITLE:** Controller
- JOB STATUS:** Exempt
- PAY RANGE:** \$7,993 - \$10,757 per month, dependent on qualifications
- CLOSING DATE:** Open Until Filled, First review on Friday, June 27, 2014
- DUTIES:** The Controller will perform complex accounting and auditing functions requiring independent judgment and interpretation of policy, rules and regulations; perform detailed analysis of financial information, auditing documents and other financial records; perform complex and difficult financial and accounting analyses; recommend and implement various internal accounting procedures; and, prepare and file required governmental reports.
- The incumbent of this class is responsible for preparation and maintenance of the District's monthly financial reports (Statements of Net Position; Statements of Revenues, Expenses and Changes in Net Position; Investment and Budget Comparison Reports) and provides analyses of budget to actual variances; monitors appropriations and expenditures; designs, prepares, produces and submits the Comprehensive Annual Financial Report (CAFR); manages and participates in the preparation of complex financial reports and policy recommendations related to operational and administrative financial issues; assists in the design, preparation, production, and presentation of the District's Operating and Capital Improvement Budgets to include projections, narratives, analyses, and presentations to staff, Committees, and the Board; monitors appropriations and expenditures and explains variations; manages the District's debt service obligations to include compliance and disclosure reporting; works closely with management and external financing team to provide support in any new debt issuance. The incumbent is the primary liaison to the external auditors during the annual audit; responds to

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questions and issues; prepares working papers, financial statements and footnotes as determined by the auditor. Acts as the primary contact to County of Orange to facilitate property tax collections and account updates; assists in forecasting annual tax receipts; prepares and submits specialized reports requested by external public agencies and other authorities as required.

**QUALIFICATIONS:** A Bachelor's Degree in Accounting or Finance and an active Certified Public Accountant (CPA) license are required. A Masters Degree is desirable. Minimum of ten years of experience in government accounting with five years in a management position required. A thorough working knowledge of Generally Accepted Accounting Principles is required. Must have significant experience with governmental budgeting, financial reporting, accounting and financial management; audit principles and practices; laws and regulations relating to the financial administration of public agencies and utilities; principles and practices, of business data processing; principles and practices of effective management and supervision.

Must be able to use computerized financial systems (ERP) and the Microsoft office software. Must have above average writing skills. Must be able to organize, prioritize, and work on simultaneous assignments with attention to detail and required deadlines. Must maintain a valid California driver's license and a safe driving record.

### **PHYSICAL REQUIREMENTS:**

Position requires ability to communicate in a professional manner, with District management, coworkers, inter-agency officials, Board of Directors and the public through verbal and written communication in face-to-face, one-on-one and group settings; regular use of the telephone for communication; operation of office equipment such as computer terminals, copiers and facsimile machines; sitting and/or standing for extended time periods; hearing and vision required to be within normal ranges; occasional stooping, bending, climbing, lifting, walking, reaching and the ability to carry and lift materials and objects weighing up to 25 pounds; ability to travel to conduct District business.

### **APPLICATION PROCEDURE:**

Internal Candidates: Please obtain a job bid form from the Human Resources Department.

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External Candidates: Please complete a District Application for Employment, which can be obtained from our website at [www.mnwd.com](http://www.mnwd.com).

Completed job bid forms and applications must be received in the Human Resources Department by 5:00 p.m. on Friday, June 27, 2014 to be considered in the first review of applications.