

CITY OF SHEBOYGAN

**Comptroller / Treasurer
Grade 13**

Code

Reports to: Finance Manager/Treasurer

Department: Finance

Classification: Exempt

Division: Non-Represented

Date: March 25, 2013

Approved: S & G

Under general direction of the Finance Manager/Treasurer, performs senior level accounting functions for multiple locations. As needed, assists in supervising and participating in the maintaining of an effective central accounting system for the City, including pre-audit and other financial controls. In the absence of the Finance manager / Treasurer, may supervise accounting, taxrolls, payrolls, accounts payables and receivables, participates in the preparation of the City budget, and performs related work. Requires independent judgment, discretion, and initiative.

Typical Duties: (These examples do not list all the duties which may be assigned.)

- 1.* Supervises and participates in maintaining the City's accounting and financial records, accounts payables and receivables, taxroll, payroll, fixed assets, etc.
- 2.* Authorized to perform all the duties of the Finance Manager/Treasurer when that official is not available.
- 3.* Plans, assigns, trains, and effectively supervises personnel including the Accountant, Bookkeeper, Account Clerks, and Cashiers.
- 4.* Develops new and revised office and accounting procedures to improve the efficiency and effectiveness of the department, subject to approval of the Finance Director/Treasurer.
- 5.* Assists in preparation and review of departmental budgets and oversees budget controls.
- 6.* Researches and implements changes as the result of State or Federal regulations pertaining to municipal finance, i.e., Federal Revenue Sharing, Levy Limits, Department of Revenue reports, indebtedness, taxation, etc.
- 7.* Prepares difficult financial and other reports for the City system and outside agencies as required.
- 8.* Prepares information requested by the Committee on Finance, Salaries and Grievances, and others as requested.
- 9.* Supervises the opening and closing procedures of the financial system, and is the internal auditor of journal entries, financial statements, treasury cash flow and cash management reports, payroll records, accounts payable, etc.
- 10.* Responsible for grant administration including file maintenance, pre-audit inspection and final audit.
- 11.* Administers wastewater accounting including cost allocation and development of sewer user charges.
- 12.* Assists in the collection of subrogation payments from third party workers compensation and liability costs.
- 13.* May assist in the coordination of the tax collection function including balancing special assessments, preparing the tax roll, preparing the tax bills and balancing the tax roll to settle with the County.

- 14.* May assist in the coordination of the annual audit of the City's financial statements.
- 15.* May assist in the coordination of the preparation of the City's annual budgets.
- 16.* Coordinates with Data Processing the computer applications as they apply to the accounting and financial requirements of the City.
- 17.* Maintains and participates in the control of the chart of accounts for the general ledger including all appropriations and revenues in all funds and cost centers.

*Essential Functions

Minimum Qualifications:

1. Considerable knowledge of modern municipal accounting principles and practice and financial management.
2. Considerable knowledge of interdepartmental activities, ordinances, and Council proceedings.
3. Considerable knowledge of budget preparation, control, and auditing.
4. Working knowledge of data processing systems.
5. Considerable ability to plan, organize, and supervise the work of staff employees in an efficient and economical manner.
6. Ability to establish and maintain effective working and public relationships.
7. Considerable ability to organize and conduct technical research work.
8. Graduation from an accredited college with a major in accounting.
9. Five years of progressively responsible experience in accounting, plus supervisory experience.