



Controller

TRANSPORTATION CORRIDOR AGENCIES

Department/Division:	Finance
Reports To:	Chief Financial Officer
Provides Direction To:	Assistant Controllers and indirectly, accounting and accounting support staff
Exemption Status:	Exempt
Pay Grade:	12
Date Prepared:	December 2014

JOB SUMMARY

Plan, manage and coordinate the work of supervisory, professional, technical and clerical accounting staff in the preparation of a variety of financial and accounting reports and records; and perform other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Manage the preparation of financial statements and reports, and provide status of financial condition by collecting, interpreting, and reporting financial data. Provide information and assistance to other managers regarding financial data.
2. Monitor and confirm financial condition; provide information to and act as the principal liaison with external auditors. Ensure timely issuance and distribution of the audited financial reports.
3. Assist in the guidance of financial decisions. Review, update, monitor and enforce policies and procedures and effective internal controls. Assist in the design and modification of computerized accounting programs.
4. Serve as principal liaison with banking institutions; review monthly bank fee analysis for appropriateness of charges. Review and approve banking disbursements.
5. Review processing and ensure accuracy of payables and payroll.
6. Monitor compliance with master indentures of trust; assure receipts and disbursements between funds are made correctly; prepare coverage calculations; work with Director of Finance and Manager, Treasury Operations on forecasts of indenture funds.

7. Supervise the coordination of accounting work between Accounting and Finance personnel. Review and analyze cash flow and budget to actual reports and providesupporttoDirector of Finance and Manager, Budget & Planning.
8. Complete additional reports as requested periodically by Chief Financial Officer. Assist in planning, development and execution of new initiatives.
9. Identify opportunities for improvements, including revenue opportunities, operating efficiencies and other cost reductions, and systems enhancement.
10. Stay abreast of new laws, regulations, and accounting standards and pronouncements and implement them on a timely basis. Maintain professional and technical knowledge through continuing education and other workshops; review professional publications; participate in professional societies.
11. Coordinate division and work unit projects with other departments.
12. Select, train, and coach employees and evaluate staff work performance. Address work problems and issues.

KNOWLEDGE:

- Financial administration, including automated financial systems such as ledgers, journals, reconciliations, and general ledger accounting, and record keeping practices
- Financial reporting, including generally accepted accounting principles and practices
- Internal financial controls
- Auditing principles and practices
- Research methods and techniques
- English usage, grammar, spelling, and punctuation
- Work scheduling and planning practices
- Performance management

SKILLS:

- Operate personal computer, including word processing and spreadsheet applications
- Operate a calculator

ABILITIES:

- Work independently
- Work cooperatively with all departments and outside agencies
- Work with other employees, supervisors, and managers to move concepts, projects, and work assignments toward timely and successful completion
- Interpret and apply policies, procedures, and rules
- Interpret and apply general accounting and auditing principles, procedures, and methods
- Develop, organize, and prepare narrative and statistical reports to explain or record

financial transactions, revenue sources, and status of accounts

- Determine appropriate classification of accounts and funds in making accurate and consistent journal entries to record transactions

EXPERIENCE AND EDUCATION REQUIRED:

Experience - Professional accounting/auditing management and administrative experience

Education - Bachelor's degree in accounting, finance, business administration, economics or a closely related field, from an accredited college or university

License/Certification - CPA license

MENTAL AND PHYSICAL DEMANDS:

- **Physical Demands** - While performing the duties of this class, an employee is frequently required to sit, talk or hear, in person and by telephone; use hands to operate standard office equipment; reach with hands and arms. The employee is occasionally required to stand and walk and to lift and carry reports and records weighing up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- **Mental Demands** - While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with vendors and staff in the course of work.

WORKING CONDITIONS

Employees work under typical office conditions and the noise level is usually quiet.

Disclaimer: This job description indicates in general terms the nature and level of work, knowledge, skills and abilities performed as well as the typical responsibilities expected of this position. The duties described are not to be interpreted as being all-inclusive. Management reserves the rights to add, modify or change work duties and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Employee Signature Box

_____	Date ____/____/____
Employee Signature	

Employee Name (Please Print)	