
FLORESVILLE



COMPTROLLER

Department: Administrative
Fund: General Fund
Title: Comptroller
Classification: Full/Time Regular
Supervisors Title: City Manager
Pay Rate: Salary

Position Summary:

This position serves under and is appointed by the City Manager. Under general administrative direction, is responsible for planning, directing, and overseeing the activities and operations of the Finance Department. Coordinates assigned activities with other City departments and outside agencies, and provides support to the City Manager's Office.

Duties and Responsibilities:

1. Assumes full management responsibility for all financial services and activities, including investigative services, payroll, accounts payable, accounts receivable, and revenue accounting; and recommends and administers policies and procedures.
2. Manages and participates in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies, directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
3. Advises the City Manager on all matters related to the financial management of the City; ensures the preparation and maintenance of proper financial records and reports; and oversees the investment of City funds in accordance with applicable laws, ordinances, policies, and regulations, and is able to prepare, review, and present clear and concise administrative and financial reports.
4. Reviews, evaluates, and recommends improvements to the City's administrative and financial internal control system, and ensures audit compliance.
5. Research grant programs and plans, as well as write funding applications.

6. Coordinate and lead the activities of a grant/loan program that supports capital improvement projects for Public Works, Police Department, Community Development and other grant eligibility programs for the City of Floresville.
7. Conduct interdepartmental meetings to identify and prioritize project needs, coordinate and research grant preparation assignments, and able to communicate clearly and effectively both verbally and in writing.
8. Coordinate applications for accuracy, completeness and clarity.
9. Provides timely advice and information on funding opportunities, to City Manager and Department Heads.
10. Coordinate preparation of grant applications for submittal and prepare quarterly or annual reports as required by granting agencies.
11. Manage the procurement process.
12. Oversee revenues and expenditures, project status, to ensure proper expenditures are made for Federal grant projects.
13. Performs related duties and fulfills responsibilities as assigned by the City Manager.

Skills:

1. Must have a College Degree with related experience in Accounting, Finance, Business Administration, Governmental or Municipal Finance or a related field.
2. Five (5) years of increasingly responsible professional experience in public finance and accounting, including two (2) years of administrative or supervisory responsibility, or equivalent combination of education and experience.
3. Knowledge of Incode Program system operational characteristic, services, and activities of a public finance program.
4. Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
5. Knowledge of organization, function, and authority of various City departments, able to establish and maintain effective working relationships with City staff and officials, other government officials, community groups, the general public, and media representatives.
6. Knowledge of pertinent Federal, State, and local laws, ordinances, statutes, and regulations, able to develop sound accounting and related financial systems and procedures.

7. Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.

Equipment/Programs:

Have a general working knowledge in the regular use of personal computers, municipal or business office machines and regular office communication equipment.

Physical Demands:

Emotional and mental stability, public service and overall good public relations attitude.

Revised – March, 2014
City of Floresville