

Jurisdiction: City of Ithaca
Jurisdictional Class: Unclassified
Adopted: 05/28/80
Revised: 10/15/91, 05/19/97, 09/07/22, 02/28/23

CONTROLLER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the general administration of the Finance Department, consisting of the Controller's Office and Office of the City Chamberlain. The Controller is regarded as the Chief Fiscal Officer of the City. The Controller's specific responsibilities include the maintenance of all municipal accounting records, the auditing of claims against the City and the preparation of payrolls for all employees of the City. The incumbent also prepares a variety of complex and important reports relating to the financial status of the City. The work is carried out in accordance with established accounting principles and requirements of relevant laws and rules under the general direction of the City Manager, Mayor, and Common Council, with wide latitude for the use of professional skills in developing plans and programs for the implementation of City policy formulated by the Common Council. Supervision is exercised over both professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, maintains and enforces a uniform system of accounts, including forms, standards and procedures for all departments of the City government;
Collaborates with the leadership team in establishing more effective processes and controls to ensure integrity;
Maintains and operates the City's central accounting records according to sound accounting principles;
Preaudits all bills, claims and demands against the City, including payrolls, and requires each department head to certify that the materials, supplies or equipment have been received and accepted, as specified, and that the services have been duly rendered;
Requires reports of receipts and disbursements from each department to be made daily or at such intervals as will most effectively protect the public interest;
Installs, operates and maintains a central payroll system;
Controls all expenditures to assure that budget appropriations are not exceeded, and maintains such books and records as may be required for the proper exercise of such budgetary control, including an encumbrance system of budget operations;
Responsible for bond issues and other financing arrangements;
Compiles budget documents, schedules and exhibits, and makes such budget estimates as otherwise required, and assists the Chief Executive Officer in the preparation of the City Budget in accordance with the City Charter and/or City Administrative Code;
Performs such other duties as may be delegated by Local Law or Ordinance.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern accounting principles and practices as related to City government; good knowledge of the principles and practices of administrative supervision; ability to establish and maintain effective relationships with the public, other City officials and subordinate staff; ability to plan, coordinate and direct the work of others; ability to analyze and interpret fiscal and accounting data; ability to perform basic research and to prepare detailed reports; ability to monitor grant payments and funding procedures; ability to secure the cooperation of others; ability to successfully work with and serve a diverse local community; tact and courtesy; dependability; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Master's Degree in Accounting, Business Administration, Public Administration or a closely related field and four years of satisfactory full-time paid accounting or auditing experience; or
- B. Possession of a Bachelor's Degree in Accounting, Business Administration, Public Administration or a closely related field and six years of satisfactory full-time paid accounting or auditing experience; or
- C. Possession of an Associate's Degree in Accounting, Business Administration, Public Administration or a closely related field and eight years of satisfactory full-time paid accounting or auditing experience, two years of which must have been in a responsible supervisory capacity; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.