



Housing Authority  
of the  
County of Tulare

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**CLASSIFICATION:** ASSISTANT CONTROLLER

**RESPONSIBLE:** CONTROLLER

**DEFINITION:** Under direction of the controller, is in charge of the Housing Authority's accounting department in the controller's absence; supervises and performs technical and complex accounting duties; maintains accounting systems; reviews fiscal records; prepares detailed financial reports; audits and analyzes accounting methods and functions; and other related work as required.

**DISTINGUISHING CHARACTERISTICS:** Responsible for assisting in the management of the accounting department; assists other professional accounting staff and assists the controller in developing accounting policy and procedures for internal operations.

**EXAMPLES OF DUTIES:** Assists in the operation of the general accounting, purchasing and data-processing departments; assists in evaluating the performance of staff; trains accounting personnel in the theory and application of accounting principles; makes recommendations and participates in the implementation of new policies and procedures; prepares financial reports; reviews budget control of program funds; assists with the preparation of financial summaries, statements, reports and budgets; establishes and maintains the maintenance of the general and special ledgers and accounting records; reviews the classifications and distribution of income and expenditures to proper accounts and general-prorate allocations to various funds; reviews and studies the legal and procedural requirements affecting accounting policies; establishes control systems to evaluate accuracy and effectiveness of accounting records; coordinates department accounting functions with data processing and purchasing; handles special assignments involving accounting problems; takes charge of the accounting department in the controller's absence.

**EDUCATION/EXPERIENCE:** Graduation from an accredited four-year college or university with a degree in accounting; ten years of increasingly responsible accounting and/or auditing experience, including five years in a supervisory capacity. A Certified Public Accountant license is highly desirable. Any combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.

**KNOWLEDGE OF:** Accounting principles, concepts and terminology; method of accounting-system design and installation; principles of supervision and management; intermediate math, including fractions, percentages, decimals and statistics.

**SKILLS TO:** Plan and organize a complex accounting system; interpret and apply state and federal regulations; collect, organize and interpret financial data; solve problems analytically; evaluate performance of accounting, purchasing and data-processing personnel; communicate orally and in writing in a clear, concise manner; establish priorities and keep deadlines; function under pressure; maintain a cooperative relationship with other staff members and the general public.

**Housing Authority of the County of Tulare  
Assistant Controller (Continued)**

**DESIRABLE QUALIFICATIONS:** Computer usage and application.

**PHYSICAL CHARACTERISTICS:** Manual dexterity of the hands/wrists in order to operate a computer keyboard, calculator and other office equipment for extended periods of time; good eyesight to read/write and visually use a computer screen; strength and flexibility in order to bend, reach, stoop and lift at least 20 pounds of ledger records; good hearing to accommodate and greet persons coming into the office and to handle telephone conversations; clear speech and verbal skills in order to communicate with the public and co-workers; ability to operate a motor vehicle. Must have ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Regular attendance required.

**LICENSES/CERTIFICATES:** A valid California driver's license.