

Housing Authority of the County of Tulare

Job Description

Job title: ASSISTANT CONTROLLER

Work Location: One or more of the agency office locations located in Tulare County

Department: ACCOUNTING

Reports to: CONTROLLER

☒ **Full-time**
☐ **Part-time**

☒ **Exempt**
☐ **Nonexempt**

DEFINITION: Under direction of the controller, is in charge of the Housing Authority's accounting department in the controller's absence which includes supervision, performs technical and complex accounting duties. Maintains accounting systems, reviews fiscal records, prepares detailed financial reports, audits and analyzes accounting methods and functions.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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.
- Manages the accounting department in the controller's absence.

MARGINAL FUNCTIONS: Performs related work as required or delegated.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- High School education or GED equivalent.
- 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.
- Computer literate in MS Office software and accounting systems.

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 co-workers to accomplish common tasks.
- Regular attendance required.

LICENSES/CERTIFICATES:

A valid California driver's license and acceptable DMV record.

Adopted: 2/2024