

Housing Authority of the County of Tulare

Job Description

Job title: CONTROLLER

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

Department: ACCOUNTING

Reports to: EXECUTIVE DIRECTOR

☒ **Full-time**
☐ **Part-time**

☒ **Exempt**
☐ **Nonexempt**

DEFINITION:

Under direction of the executive director, to supervise and perform difficult accounting and auditing functions. Responsible for the Housing Authority's fiscal operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assigns, supervises and reviews the work of accounting and clerical employees engaged in performing the Housing Authority's accounting activities.
- Develops and prepares financial statements and reports.
- Recommends revisions in accounting procedures and forms.
- Advises the Executive Director on the status of all Housing Authority accounts.
- Informs the Executive Director concerning all problems relating to Housing Authority accounts.
- Accounts for all monies and for the proper auditing of all account records.
- Countersigns checks covering disbursements from various funds when properly supported by duly authorized contracts and payrolls.
- Establishes and maintains non-expendable property-control records.
- Develops and maintains a system of operating budget control and procedure and produces prescribed periodic reports.
- Directs the preparation of balance sheets, operating statements and other financial statements or reports.
- Makes periodic audits of project cash and property records.
- Develops and maintains appropriate accounting and contract registers.
- Maintains bank accounts for funds in the Housing Authority's custody.
- Oversees the maintenance for general ledgers for management and development funds.
- Maintains appropriate files necessary to the conduct of the accounting department.
- Supervises the preparation of vouchers and payment of salaries and wages.
- Advises the Executive Director upon availability of excess funds and under direction, administers the Housing Authority fund-investment program.

MARGINAL FUNCTIONS: Performs related work as required or delegated.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- High School education or GED equivalent.
- A bachelor's degree with upper-level course work in accounting or related field.
- Experience as an accountant or auditor.
- Experience in supervision.
- Any combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities will be considered in qualification for the position.

KNOWLEDGE OF:

- General governmental accounting, auditing and budgetary procedures.

- Office-management practices.
- Knowledge of the principles of computer technology.
- Principles of governmental organization and operation.
- Business law and government code influencing the Housing Authority's fiscal operation.
- Personnel supervisory practices.
- Ability to plan and supervise a complex financial accounting system.
- Interpret and apply ordinances and resolutions pertaining to the Housing Authority's operation.
- Analyze financial data and prepare reports.
- Contribute to managerial programs.
- Maintain satisfactory working relationships.

SKILLS TO:

- Plan and organize a complex accounting system.
- Interpret and apply state and federal regulations.
- Solve problems analytically.
- Supervise and evaluate the performance of all accounting personnel.
- 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