

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Recruitment Announcement # 2019-FN5

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POSITION TITLE Controller (58)
DEPARTMENT Finance
PERIOD TO APPLY: Open Until Filled
SUPERVISOR: Debra Harris-Garmendia

SALARY RANGE: \$31,384-55,523 (P)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Classified/Full-Time
LOCATION: Finance

GENERAL DESCRIPTION

The Controller is the City's Chief Accountant responsible for all areas relating to financial reporting. This position is responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statement preparation. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, accounts receivable, financial reporting, year-end audit preparation and the support of budget and forecasting activities. The Controller will have contact with senior level employees within both the Finance department and City-wide.

SUPERVISION RECEIVED

The Controller works under the general Administrative supervision of Accounting Officer.

SUPERVISION EXERCISED

At the direction of the Financial Planning and Reporting Officer, the Controller provides general supervision to the Senior Financial Analyst and Senior Financial Budget Analyst.

NATURE OF WORK

ESSENTIAL FUNCTIONS: *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

Supervises personnel in providing accounting services for the City, including training, scheduling, assigning and reviewing work, evaluating performance, performance coaching, and recommending or carrying out various personnel actions.

Obtains and maintains a thorough understanding of a broad range of financial reporting systems (e.g., of Department of Finance and Administration and other partner, state and federal entity reporting systems) and general ledger structure.

Performs monthly monitoring and review of the reconciliations of all bank accounts. Reviews, prepares, and assures posting of all general ledger entries with respect to accounts receivable, accounts payable, payroll, cash receipts, cash disbursements, fund transfers, investments and all matters related to the completion of books of record on a monthly basis.

Reviews monthly accounting close process including analytical review of the monthly operating results to ensure accurate accounting records are maintained.

Oversees project costing analysis and develop/create project costing reports, as requested.

Provides monthly, quarterly and annual reporting, as required.

Ensures the monthly and/or quarterly and/or annual bond and arbitrage compliance activities are performed in a timely and accurate manner.

Provides monthly financial analysis with variance and metric reporting to determine financial performance against the budget.

Reviews financial performance with management and various department directors and effectively communicates results and corrective action plans to Financial Planning and Reporting Officer

Supports budget and forecasting activities.

Documents financial policies/procedures to analyze the efficiency of resources and implements changes to maximize performance and accuracy.

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Prepares of work papers supporting the monthly close process and month end balances. Prepares comprehensive financial statements and assists in compiling the Comprehensive Annual Financial Report, including developing the statistical section; conducts expenditure analysis.

Responds to inquiries from the Finance Director and other finance and managers, citywide, regarding financial results and ad hoc reporting.

Assists Finance Director with adhoc projects as requested.

Researches, evaluates, develops and recommends general financial policies/procedures/manual and modifications to existing methods to improve effectiveness and efficiency.

Prepares and/or oversees the preparation and review of financial statements, reconciliations, and reports related to the City's financial affairs; provide information specific analysis, and appropriate training to others on financial and budgeting issues, etc.

Prepares/reviews adjusting entries and schedules for annual audit; schedules audit and work with auditors in answering questions, providing necessary information and explaining accounting/financial system; reviews audit results and implements necessary/recommended internal controls and/or other revisions.

Ensures accounts receivable reconciliations are prepared timely and be accountable for developing and implementing sound collection processes city-wide.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's Degree in accounting and five (5) years of progressively responsible experience in general accounting within a division of a governmental unit or large corporation that includes five (5) years of experience supervision of staff. Master's Degree in accounting, finance or business administration preferred. Certification/License: CPA, CMA or CGFM preferred.

ADDITIONAL REQUIREMENTS

None

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of accounting theory, principles and practices and their application to various accounting transactions and/or problems; supervisory and managerial methods and techniques; JD Edwards and/or Tyler Munis accounting software or other large ERP systems; job costing software; GAAP, GASB, FASB and relevant accounting/budgeting standards, regulations and publication; financial computer systems, procedures and their use, modern office terminology and equipment.

Skill in evaluating and resolving complicated accounting problems; effective presentation and communication skills; interpersonal relations; organization, self-direction and autonomy; working with urban areas and sensitive community issues; in supervision, communication and cooperative problem-solving; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and city residents; the operation of PC Computer, calculator, fax machine, copy machine, telephone.

Ability to be team-oriented and self-motivated; communicate effectively with a wide range of individuals and groups including local Board members, regional planning organizations and city departments; be highly organized, capable of self-direction and autonomy and able to work well with persons at all levels in the organization and within the community; work under pressure of strict timelines; prepare and deliver written presentations; and deal effectively with controversial issues.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Work is performed both in an office setting and in the field. Tasks require a variety of physical activities not generally involving muscular strain. Moving around uneven surfaces, climbing ladders and into recessed areas, kneeling, bending, stooping, and crouching as well as walking, standing, sitting, and reaching are required in the normal course of essential job duty performance. Speaking, hearing, and seeing are essential to the effective performance of position tasks. Common eye, hand, and finger dexterity are required for most essential functions. Mental application includes memory utilization, emotional stability, discriminating thinking, and creative problem solving. Periodic travel required in the normal course of job performance. Requires the ability to lift up to 25 pounds. Requires the ability to see, hear, and speak. Position requires color, texture, and depth perception.

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ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. **Incomplete applications may delay or exclude consideration of your application.**