



## CLASS TITLE | ASSISTANT CONTROLLER

PAY GRADE: EX-52| [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

**Class Code: 1259**

**Effective Date : 06/28/2023**

**PURPOSE OF THE CLASSIFICATION:** Under general direction, supervises the work of staff and participates in the preparation of financial reports in accordance with generally accepted accounting principles and practices and applicable local, state, and federal laws and regulations, including providing direction and oversight for multiple accounting sections, planning and coordinating external audits, assisting with the overall management of the division, and providing support to elected officials, City departments, and Authorities, Boards, and Commissions to achieve the goals of the Finance Department; and performs other related duties as assigned.

### **ESSENTIAL TASKS:**

- Supervises multiple sections in the accounting division of the Finance Department, and participates in the preparation of monthly, quarterly and annual financial reports and operating statements in accordance with accepted accounting principles and practices and applicable local, state, and federal laws and regulations
- Assists with budget development for the Accounting division.
- Reviews Finance's existing internal controls and identifies, develops, and implements approved process improvement functions within Finance
- Coordinates the development of corrective action plans resulting from audit findings
- Designs and installs accounting control systems to facilitate the production of information and the control of receipts and expenditures
- Researches pronouncements of the Government Accounting Standards Board, Best Practices published by the Government Finance Officers Association (GFOA) and other authoritative sources and prepare recommendations for management regarding the implementation of new pronouncements and guidelines.
- Manages the overall process for the preparation of the City's Annual Comprehensive Financial Report, reviewing data from general and government funds and preparing all related sections
- Oversees design, installation and staff testing of Enterprise Resource Planning (ERP) system upgrades, troubleshooting errors and processing documentation
- Resolves complex accounting issues with multiple internal and external stakeholders
- Presents financial reports to City Council, Audit Committee, various Authority Boards, and management, as needed
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

**Training and Experience:** Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in accounting or related finance field; **and**,
- (b) Eight (8) or more years of progressively responsible accounting experience; **including**,
- (c) One (1) year of supervisory experience

### **Knowledge, Abilities and Skills:**

Knowledge of:

- Comprehensive knowledge of the principles, practices and methods of accounting with reference to governmental accounting
- Comprehensive understanding of governmental guidelines, tax laws, and other local, state, and federal laws and regulations as they relate to municipalities
- Considerable knowledge of auditing procedures and practices



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- Considerable knowledge of automated accounting systems
- Considerable knowledge of budget preparation and monitoring procedures
- Modern office management procedures, practices and equipment as applied to accounting operations

Ability to:

- Analyze and interpret fiscal and accounting records
- Prepare and consolidate financial statements and reports
- Communicate effectively and professionally
- Lead a team
- Support the formulation and implementation of control systems within the organization
- Support the department with all aspects of the general ledger
- Ensure strict compliance with City and regulatory standards
- Follow changes in regulations and compiling reports regarding compliance issues, standards, and accounting practices
- Maintain highly organized data and documents using the highest attention to detail
- Utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization

Skill in:

- Preparing and managing accounts using various software programs
- Preparing and assisting with audits
- Organizing data
- Math and accounting
- Managing and supervising employees

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a Certified Public Accountant (CPA) Certificate

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting. May be required to work above a 40-hour work week periodically.

**EEO Code: E-01**

**Group: Fiscal**

**Series: Financial Management**