

**MERCED IRRIGATION DISTRICT
CONTROLLER**

FLSA Status – Exempt

DEFINITION:

Under general direction, plan, organize, and direct the day-to-day duties of accounting, billing, financial reporting, customer service, and commercial activities. This position is a part of the District's management and confidential group.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Establish and implement short-and long-range departmental goals, objectives, policies, and operating procedures.
- Effectively supervise department staff, including evaluation of staff.
- Direct the development and modification of the District's accounting and reporting systems in conformance to governmental GAAP.
- Manage payroll, accounts payable, accounts receivable including billing and customer service and statutory reporting
- Establish and monitor internal controls to ensure that accounting activities are in accordance with established legal regulatory and District policies and procedures.
- Monitor trustee activity for financing, advise District employees on accounting and budgeting policies.
- Monitor department(s) budgets.
- Direct and prepare monthly and annual financial reports.
- Manage and maintain the General Ledger and Trial Balance
- Perform other duties as requested, directed or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Bachelor's Degree in Finance, Accounting or a directly related field from an accredited college or university.
- MBA/MPA or CPA is desirable.

Experience:

- Five (5) to ten (10) years of increasingly responsible experience performing accounting, finance and budgeting work at the level of this position in the public sector, including at least two (2) years experience in supervision.
- Directly related experience at the level of this position in a public utility setting is preferred.
- Electric utility experience is highly desirable including customer relations experience.

Ability to:

- Analyze financial data and prepare financial reports, statement and projections.
- Develop and implement goals and objectives.

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- Motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects.
- Effectively supervise, develop, coach and evaluate professional, technical and clerical support staff.
- Participate in and facilitate group meetings.
- Maintain effective relationships with employees, business colleagues and the public.
- Occasionally travel to attend conferences and meetings in-and out-of-state.
- Professional written and verbal communication and interpersonal skills, including effective presentation of information to small and large groups.

Knowledge of:

- Knowledge of management/supervisory methods and techniques.
- Knowledge of finance, government and enterprise accounting, auditing, budgeting and cost control principles, practices and applications including Generally Accepted Accounting Principles (GAAP).
- Generally accepted auditing standards.
- Automated financial and accounting reporting systems.
- Microsoft Office word processing, spreadsheet and presentation programs.
- Federal and state financial regulations.
- Short and long-term budgeting and forecasting.

Necessary Special Requirements:

- Must file a Statement of Economic Interests in compliance with Government Code Section 8100.
- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- Must complete two hours of Sexual Harassment training every two years in compliance with California AB 1825.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

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TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways.

Sitting: Remains in a seated position for up to eight (8) hours per day
Hands/Arms: Operates computer for up to eight (8) hours per day
Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping: Bends body downward and forward by bending at the knees or waist
Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing: Hears well enough to receive communications in person and by telephone.
Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the Chief Financial Officer.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.