



JOB DESCRIPTION

Position Title:	<u>Controller</u>	Department:	<u>Finance</u>
FLSA Status:	<u>Exempt (Salary)</u>	Reports To:	<u>Chief Financial Officer</u>
Grade:	<u>19</u>	Working Status:	<u>Full Time</u>
Effective Date:	<u>April 2016</u>		

Job Summary:

The Controller manages, administers and oversees all of LCSWMA's financial accounting functions including financial reporting, internal controls, property and casualty insurance programs, cash management, budgeting, forecasting, pension accounting and external audit responsibilities.

Job Responsibilities:

- Support LCSWMA's mission, philosophy, and commitment to the community by embracing these values and modeling them for your team. Foster a positive work environment with an emphasis on a culture of collaboration, innovation, safety, and wellness.
- Advance LCSWMA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Support and work closely with Chief Financial Officer on achieving both departmental and organizational objectives.
- Facilitate the development and management of the LCSWMA budget and periodic forecasting in order to guide business decisions. Assemble, produce and distribute the annual budget, capital budget, cash flow, and five-year plan. Coordinate with other department heads in developing the underlying assumptions that drive the business strategy and ensure that these are accurately and properly reflected in the budget.
- Manage the monthly close process including production and distribution of monthly financial statements. Produce and/or oversee the development and maintenance of supporting schedules to the general ledger to achieve clean, detailed and accurate documentation of the Authority's business transactions. Ensure timely, clear and accurate reporting of all financial statements and other data used to convey/communicate the Authority's financial status both internally and externally
- Review daily operating cash reports and projections to ensure sufficient cash balances exist to meet both operating and capital expenditure needs. Coordinate with LCSWMA's financial institutions on investments of cash resources and transfer to and from reserve accounts.
- Oversee the development, organization, tracking and updating of asset inventory covered under LCSWMA's Property and Casualty Insurance program and manage LCSWMA's annual insurance renewal process.
- Oversee the entry of data in LCSWMA's financial accounting system (journal entries, accruals, batch data interface, etc.) for appropriate posting. Ensure that accounts are properly reconciled in order to provide confidence in the accuracy of data and to achieve proper internal control. Review reconciled items and provide analysis where necessary.
- Oversee capital asset reporting to ensure compliance with the procedures.
- Ensure accuracy of PC Scale information transfer into the general ledger system.
- Coordinate with outside auditors as the primary contact for the planning and execution of the Authority's annual audit. Assign internal tasks and work necessary to complete all audit requests. Review staff work associated with the audit. Provide analysis and supporting work as well in support of audit requests where appropriate.
- Ensure key internal controls are in place and functional.



JOB DESCRIPTION

- Manage staff to achieve day to day accounting responsibilities in an effective and efficient manner.
- Serve on the Pension Plan committee to provide guidance on plan activity and to assist in ensuring compliance with HR/financial policies. Provide accurate and timely review of quarterly accounting and pension information to satisfy all necessary reporting requirements.
- Maintain an accurate and up-to-date Government Self Insurance Fund (GSIF) ledger and coordinate GSIF board meetings.
- Advance LCSWMA's reputation and brand in the community by regularly participating in organizational outreach activities.
- Support a culture of safety by performing all responsibilities in accordance with LCSWMA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers.
- Perform all work within Environmental Management System policies to ensure compliance with the procedures.

Education, Training, Certification or Experience:

- B.S. degree in Accounting from an accredited college with 5-7 years of experience in similar position or related field or a comparable combination of education and experience
- Strong knowledge of accounting department functions and experience with monthly closing's and financial statement preparation including analysis of variances.
- Exposure to outside auditors in managing requests and directing activities to achieve a good, clean audit as well as experience in managing/developing internal controls for compliance is required.
- Experience in staff management.
- CPA preferred, but not required.

Technical Competencies:

- Strong math, reading, and writing comprehension.
- Essential knowledge of Excel capabilities in daily functions to support and improve efficient data organization and analysis is required. Advanced knowledge and skills in Excel strongly recommended including data base access experience using tools such as pivot tables to manage and analyze a large population of data.
- Strong customer-facing, presentation and negotiation skills
- Strong written, verbal, and non-verbal communication skills to all levels of the organization.
- Strong organizational, analytical and problem solving skills and the ability to work independently with limited supervision
- High level of integrity.



JOB DESCRIPTION

Behavioral Competencies:

- **Drive for Results:** Focuses on assessing, measuring and improving performance. Shows drive and determination to meet short- and long-term goals. Specifically, improves performance; for example, enhancing and improves the efficiency and effectiveness of processes.
- **Conceptual Thinking:** Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative or creative insights. Specifically, applies models or theories; for example, using a theory to help understand a situation.
- **Analytical Thinking:** Thinks through issues by separating out the parts of the problem or situation and thinking things through systematically. Applies judgement on the basis of evidence and reasoning. Specifically, sees multiple relationships; for example, identifying several likely causes or consequences of a situation.
- **Teamwork and Collaboration:** Works cooperatively as part of a team and collaboratively with peers, internally and externally. Specifically, values others' input; for example, actively bringing people together around a specific problem.
- **Impact through Influence:** Engages with others, getting buy-in to deliver results and skillfully influencing to build support. Specifically, adapts approach; for example, considering what is important to the stakeholder audience and tailors the message and the language accordingly.
- **Attention to Detail:** Manages, tracks and attends to multiple pieces of information, bringing order and clarity. Specifically, monitors others' work; for example, checking to ensure that procedures are followed.
- **Information Seeking:** A desire to know more and seek information to inform decisions. Specifically, explores; for example, establishing the facts by digging deeper, asking probing questions and challenges first responses.

I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.

Employee Name: _____ **Signature:** _____ **Date:** _____

Manager Name: _____ **Signature:** _____ **Date:** _____