



Housing Authority
of the
County of Tulare

CLASSIFICATION: CONTROLLER

RESPONSIBLE: EXECUTIVE DIRECTOR

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

EXAMPLES OF DUTIES: Assigns, supervises and reviews the work of accounting and clerical employees engaged in performing the 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 Authority accounts; informs the Executive Director concerning all problems relating to 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 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 Authority fund-investment program; performs related duties as required.

EDUCATION/EXPERIENCE: 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 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 Authority's operation; analyze financial data and prepare reports; contribute to managerial programs; and maintain satisfactory working relationships.

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Controller (Continued)**

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.

DESIRABLE QUALIFICATIONS: Computer usage and application.

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 coworkers to accomplish common tasks. Regular attendance required.

LICENSES/CERTIFICATES: A valid California driver's license.