



Forest Lakes Metropolitan District
Comptroller Job Description
Effective Date: November 2021

Employment Status: Full-Time

Experience Required: Working knowledge of computers and electronic data processing and transmission; Caselle Government Accounting; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of financial management software; knowledge of general office practices.

Licenses, Certificates and Other Requirements:

- Must pass criminal background check.

Minimum Education Requirements: Bachelor's Degree in Accounting or related field

Supervisors:

- **First Level Supervisor:** District Manager

Supervisory Responsibility: Financial Controller and Office Assistant/Utility Billing Specialist

Primary Work Location: Forest Lakes Administrative Building

Job Summary

The Comptroller is a senior-level accountant position and leader of the Accounting Team that performs work in managing, directing, and overseeing the accounting operations of the Forest Lakes Metropolitan District ("The District") under the guidance and supervision of the District Manager. The Comptroller ensures accurate recording of all receipts and expenditures and the preparation of monthly, quarterly, and annual financial reports while overseeing the work of the Financial Controller and Office Assistant.

General Statement of Duties

- Performs complex technical accounting work and administrative tasks in managing all aspects of the accounting and financial reporting systems of the Forest Lakes Metropolitan District consistent with Generally Accepted Accounting Principles (GAAP).
- Provides planning and budgetary information both to the Board of Directors and the District Manager.
- Assists board members, the District Manager, and external auditors with their examinations of the organization's financial reports and controls.
- Responsible for direct supervision of two year-round full-time positions that perform the following functions: Accounts Receivables, Utility Billing, Human Resources, Bank Reconciliations, Credit Card Purchasing Program, AP/Payroll, etc.
- Performs the duties of other employees in the Department as required or as needed.

Essential Duties and Responsibilities

- Provides comprehensive oversight of the accounting operations of the District and the operations of third-party financial service providers.
- Ensures transparency and accountability in setting prevailing wage and vigorously enforces prevailing wage and living wage laws.
- Develops, implements, and manages an accounting and reporting system that will provide accurate, timely and complete financial reporting and budget execution information to the Board of Directors, District Manager, Department Heads, and other users who evaluate or audit the financial condition of the District.



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- Ensures the District complies with local, state, and federal government reporting requirements; ensures accounting records are accurate, current and comply with applicable legal requirements.
- Oversees and coordinates all preparation and the provision of information to external auditors annually, to include preparation of audit workpapers, account reconciliations, account confirmations, fiscal year-end adjusting journal entries and subsequent year reversing entries, coordinates with auditors during on-site field work.
- Maintains a chart of accounts and general ledger and prepares timely and complete quarterly or other interim financial statements.
- Attends monthly Board of Director's meetings and briefs the status of all financials.
- Maintains a system of controls over accounts transactions and an orderly accounting filing system.
- Reviews trial balance reports of all funds.
- Main interface with the District's auditor on completion of the yearly annual audit.
- Ensures monthly bank reconciliations are completed.
- Audits accounts and records of receipts, expenditures, billings, debt financing, contracts, budget activities, cash and non-cash assets, accounting entries, equipment and supply inventories, payroll and employee benefits.
- Supervises daily posting and coding of all financial transactions.
- Ensures required debt payments are made on a timely basis, account payables are paid timely, accounts receivable collected promptly, and payroll is processed timely and accurately.
- Provides needed information and demonstrations concerning how to perform certain work tasks; trains, assigns, prioritizes, supervises, motivates, and evaluates the work and performance of assigned employees.
- Assists in coordinating and preparing the annual budget; calculates variances from the budget and reports significant issues.
- Prepares a wide variety of analysis and management reports as requested.
- Reviews, recommends, and drafts updates and revisions to financial policies for the District.
- Attends meetings, conferences, workshops and training sessions and reviews publications and other materials to become and remain current on the principles, practices, and new developments in municipal accounting.
- Meets regularly with District Manager and other Department Heads to ensure coordination and conformance with federal and state municipal finance regulations, policies, and practices.
- The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding this position or to limit the nature and extent of assignments a person may be given.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

- Working knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) procedures and Government Accounting and Auditing Financial Reporting (GAAFR) standards.
- Working knowledge of fund accounting, auditing, and reporting requirements.
- Working knowledge of Caselle Government Accounting software.
- Working knowledge of the legal requirements of municipal government accounting, payroll, budgeting and accounting controls.



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- Demonstrated ability of successfully implementing and managing a consistent, periodic financial accounting and reporting cycle.
- Excellent interpersonal, problem-solving, and verbal and written communication skills.
- Demonstrated skill in data extraction and manipulation techniques using a spreadsheet software and pivot table applications.
- Skill in establishing and maintaining productive working relationships.
- Ability to develop appropriate accounting methods for control and reporting purposes.
- Ability to handle confidential employee and administrative information with tact and discretion; ability to maintain confidentiality.
- Ability to understand and follow written/oral policies, procedures, and instructions; ability to interpret and apply pertinent laws and regulations as they relate to municipal finances.
- Ability to prepare accurate and reliable reports containing facts, findings, conclusion and recommendations.
- Ability to interpret complex fiscal reports and records, analyze financial data and determine appropriate accounting methods for control and reporting purposes.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and use new skills and knowledge brought about by rapidly changing information and technology.
- Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- Ability to establish and maintain cooperative and effective working relationships with District employees, various businesses and agencies, and the public.
- Demonstrated integrity, ingenuity, and inventiveness in the conduct of assigned tasks.

Desired Minimum Qualifications

- Bachelor's degree in Accounting or related field.
- Must have good verbal and written communication skills.
- Five (5) years' progressively responsible accounting experience which included fund accounting and cost accounting.
- Five (5) years' recent Payroll experience in a municipal finance department.
- Two (2) years' experience in auditing.

Required Technical Skills

- Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of and experience with financial management software, to include Caselle Government Accounting software; knowledge of general office practices.



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Wage and Career Progression

- Starting salary: \$75,000 per year (based upon experience). Advancements and increases in salary will be based upon performance and annual evaluations.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my Manager.

Employee: _____

District Manager: _____

Human Resources Administrator: N/A _____