

STPSO
Job Description

Job Title: Assistant Controller
Department: Accounting/Finance
Reports To: Controller
FLSA Status: Non-Exempt
Prepared Date: 05/28/2021
Salary: \$58,207 to \$65,609

SUMMARY- Performs complex administrative, accounting, and analytical work related to financial activities. Assists the Controller and the Budget Manager to meet departmental objectives and is a resource to the Accounting Supervisor and other Finance department personnel. Judgment and initiative are exercised frequently in verbal and written communications and in interpreting policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Apply an understanding of governmental accounting and financial reporting, general ledger structure, and the use of fund accounting including the implementation of new accounting standards as issued by the Government Accounting Standards Board (GASB).

Assist the Controller with designing, implementing and monitoring the internal control policies and procedures related to the Finance department.

Ensure the month-end and year-end closing processes are functioning as designed, providing direction to the Finance department personnel as needed to ensure timely posting of transactions and reconciliation of the general ledger to sub-ledgers.

Perform a variety of general accounting functions, including preparation, review and approval of journal entries, monthly reconciliations and maintenance of fund accounting.

Oversee the inventory and accounting for capital outlays and related capitalized fixed assets.

Oversee the preparation and submission of grant applications, accounting for grants and compliance with program requirements.

Produce accurate and timely internal and external reports, as well as federal and state tax forms as needed.

Support the development of Finance personnel through supervision, assignments and training.

Assist the Controller with the preparation of the Comprehensive Annual Financial Report and schedules requested by the audit firm.

Assist the Budget Manager with specialized projects, budget reporting, and tasks as needed.

All other duties as assigned by the Chief Financial Officer.

SUPERVISORY RESPONSIBILITIES - Supervise Finance staff as assigned. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include, but are not limited to, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE - Active Certified Public Accountant license and two or more years related experience is required. Consideration will be given to a candidate with a Bachelor's degree in accounting or finance and the required 150-semester hours to obtain a Certified Public Accountant license, however an employee hired without an active license is expected to successfully complete the CPA exam within 18 months of hiring. Governmental Accounting experience is preferred. Ability to multi-task, work under pressure, meet deadlines and be able to thrive in a fast-paced environment.

LANGUAGE SKILLS - Must have strong verbal and written communication skills and strong ability to read, analyze and interpret professional journals, technical procedures, financial terms in contracts, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, groups of managers, and/or the general public.

MATHEMATICAL SKILLS - Ability to research and apply advanced accounting concepts, create advanced Excel spreadsheets, interpret general ledger postings and analyze financial reports.

REASONING ABILITY- Ability to define problems, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS - Confirmation of current CPA License (if applicable); Valid Louisiana Motor Vehicle Operator's License; proof of residency of St. Tammany Parish (voter's registration card); birth certificate; Social Security Card.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to sit and use hands to finger. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position is primarily based in Slidell, but occasional travel to Covington will be required. The noise level in the work environment is usually moderate.

SUMMATION - Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.