

**STPSO**  
**Job Description**

**Job Title:** Assistant Controller  
**Department:** Accounting/Finance  
**Reports To:** Controller  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 10/19/17  
**Salary:** \$54,857 - \$62,113

**SUMMARY-** Responsible for complex administrative, accounting, and analytical work related to financial activities. This position will assist the Controller with designing, implementing, and monitoring the internal control policies and procedures related to the Accounting and Payroll departments. The Assistant Controller will be responsible for the compilation of certain schedules used in the preparation and audit of the Comprehensive Annual Financial Report (CAFR). The Assistant Controller is also expected to serve as a resource to the Accounting Supervisor and to assist the Budget Manager, as directed. 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 the preparation of the Comprehensive Annual Financial Report and schedules requested by the audit firm.

Ensure the month-end and year-end closing processes are functioning as designed providing direction to the Accounting and Payroll department personnel as needed, including reviews of monthly bank reconciliations, journal entries or other month-end processing tasks.

Prepare accurate and complete internal and external reports, as well as federal, state, and local tax forms in a timely manner.

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

Assist the Controller with designing, implementing and monitoring the internal control policies and procedures related to the Accounting and Payroll departments, providing training to staff, as needed.

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

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

Assist the Budget Manager with specialized accounting projects, as needed.

All other duties as assigned by the Chief Administrative Officer.

**SUPERVISORY RESPONSIBILITIES** - Supervise Accounting and Payroll 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 the essential functions.

**EDUCATION and/or EXPERIENCE** - Bachelor's degree in accounting or finance is required, with a minimum of two to five years of progressively responsible accounting experience. Governmental Accounting and/or Governmental Auditing is preferred. An active Certified Public Accountant license is required. A qualified CPA Candidate with two or more years of accounting experience will be considered, with the expectation the candidate successfully complete the CPA exam within 18 months of hiring. **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 general business periodicals, professional journals, technical procedures, 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, particularly new standards issued by GASB. Ability to create advanced Excel spreadsheets, with appropriate graphs and charts as necessary. Ability to interpret general ledger postings and analyze financial reports.

**REASONING ABILITY**- Ability to define problems, collect data, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT** - This position is primarily based in Slidell, but occasional travel to Covington will be required. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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.