TITLE:	**Comptroller**	**JOB CODE:**	1011
PREPARED:	6/30/03	**FLSA:**	Exempt
UPDATED:		**REVISION #:**	

Summary: Under general direction, manages and directs subordinate staff engaged in budget preparation, accounting, payroll, fiscal controls and expenditures for the County.

Distinguishing Characteristics: This is a Department Head position with the discretion to exercise broad administrative and managerial authority. The Comptroller serves at the pleasure of the County Manager.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Plans, develops, directs, coordinates and evaluates programs and services offered by the Department and conducts needs assessments for new programs and services.
- Recruits, selects, trains, supervises, assigns, evaluates and guides employees.
- Establishes program goals, objectives, policies and procedures; evaluates operational effectiveness and efficiency.
- Provides complex interpretations of laws, regulations and policies.
- Participates in the development, training, administration and maintenance of the annual County budget; develops timelines within statutory provisions; produces revenue projections and fiscal monitoring of financial data during the budget cycle; participates with the Board of County Commissioners in the development and implementation of program goals, objectives, policies and priorities.
- Plans and prepares the Comprehensive Annual Financial Report (CAFR) for the County in connection with the independent auditor; directs and trains staff in the preparation of financial schedules need for the report; reviews and approves accounting and auditing schedules and interpretations.
- Prepares and maintains a financial plan for the County; prepares various planning documents, including the Debt Management Plan, Capital Improvement Plan and contingency plans; provides regular updates of the County's financial condition.
- Reviews and approves the methods and records to identify, assemble, analyze, classify, record and report the County's financial transactions and maintain accountability for related assets and liabilities.
- Prepares and completes special projects for the County Manager, Board of Commissioners or other departments, including labor negotiations, development of investment policy, risk management, equipment replacement and legislative matters.
- Represents the County at various external meetings.
- Performs related work as required.

JOB DESCRIPTION
Comptroller

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of the principles and practices of accounting, budgeting, auditing and financial management.
- Knowledge of the principles and practices of public finance.
- Knowledge of administrative management principles and practices.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in planning, developing, implementing and monitoring policies, procedures, rules and regulations.
- Skill in operating a personal computer and various software applications.
- Skill in analyzing complex fiscal and accounting records and preparing accurate, complete statements and reports.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with County senior management, other department heads and the general public.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- Bachelor’s Degree in Accounting, Business Administration, Economics or a closely related field.
- Five years of professional accounting, auditing and/or financial management experience, with a minimum of two years of supervisory experience.
- Certified Public Accountant (CPA).
- Possession of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 50 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator and a motorized vehicle.