

## **CONTROLLER**

### **DEFINITION**

Under administrative direction, plans, organizes, manages, and provides direction and oversight for major functions of the Finance Department of the Santa Clara County Housing Authority (Agency) including accounting, financial management and reporting, budget, audit, and treasury functions; serves as a key business partner and member of the management team and assumes a strategic role in assisting with the overall financial management for the Agency; fosters cooperative working relationships and coordinates assigned activities with other Agency departments, regulatory and outside agencies, and the public; provides highly responsible and complex professional assistance to the Chief Financial Officer/Finance Director in areas of expertise; performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Chief Financial Officer/Finance Director. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is a senior management classification that oversees, directs, and participates in all activities of the Finance Department, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Chief Financial Officer/Finance Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, Agency functions and activities, and the ability to develop, oversee, and implement the Agency's financial programs. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Agency goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes full management responsibility for assigned Finance Department programs, services, and activities, including accounting, financial management and reporting, budget, audit, and treasury functions; manages and participates in the preparation and development of financial reports, maintenance of accounting records, and the development and implementation of a comprehensive set of controls and budgets designed to mitigate risk and enhance the Agency's finances.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within Agency policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's and Agency's annual budget.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Agency needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Conducts regular departmental and/or unit and one-on-one meetings with staff to discuss current and future projects and activities; presents and resolves various issues and problems; provides guidance to staff on various work processes.
- Ensures adequate controls are implemented and that all programs and services are of the highest quality by providing administrative oversight to an internal quality assurance process based on the Agency's mission, philosophy, and the outcome standards of the Agency; leads and coordinates various external and internal audit processes and/or requests for information, and ensures administered programs are in compliance with mandated guidelines, rules, regulations, and procedures.

- Manages all financial aspects of the pre-development, rehabilitation, and construction process and activities for the Agency and affiliate entities including approving financial transactions, setting up financial relationship structures and accounts, and overseeing audits and tax return processes.
- Ensures all financial and budget operations, procedures, and internal controls are in compliance with Housing Authority (Agency) policies, Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB) and Governmental Accounting Standards Board (GASB) standards, and Department of Housing and Urban Development (HUD) guidelines.
- Leads and manages the Agency and affiliate audits and prepares and reviews financial reports and annual financial statements.
- Provides support and direction for financial activities related to the Agency's asset management functions, including collaborating with asset management to manage and coordinate the budget development process, managing the affiliate entity property year end closing and financial audits, and managing the financial aspects of property buyout transactions.
- Manages the analytical review of all financial reports including Agency wide monthly and annual variance, tax credit properties, housing program, HUD, and investment, budget, and cash reports, for accuracy, validity, reliability, alignment with program objectives, and in compliance with policies, standards, and regulations.
- Ensures that payroll is processed and tracked for the Agency; designs and implements a scalable organizational payroll structure according to the Agency's staffing needs; collaborates cross-functionally with Human Resources and other Agency departments to establish and administer any new procedures relating to payroll administration; approves bi-weekly payroll and ensures compliance with federal, state, and local regulations; reviews payroll accounting journals each pay period; performs quarterly audits of the bi-weekly payroll transactions.
- Manages the treasury functions including cash flow analysis, transferring of funds, and monitoring available funds and investment portfolios; develops and recommends an investment plan for all excess funds of the agency and its affiliate entities and directs investment transactions in accordance with the Agency's Investment Policy and in compliance with federal and state rules and regulations.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Chief Financial Officer/Finance Director.
- Attends executive management and senior management meetings; provides staff support to assigned boards and commissions; attends and participates in professional group meetings and participates on a variety of boards, commissions, and committees; stays abreast of new trends and innovations in the fields of finance and accounting, and prepares and presents staff reports and other necessary correspondence.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

A bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field; and seven (7) years of increasingly responsible management experience in financial management, accounting, financial reporting, including five (5) years of supervisory experience. Master's degree preferred.

### **Licenses and Certifications:**

Certified Public Accountant licensure preferred.

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Organization and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of comprehensive financial program development, implementation, and management.
- Accounting, auditing, financial analysis, and budget principles and procedures and their application to a variety of accounting transactions and problems.
- Financial statements and elements (such as, but not limited to assets, liabilities, equity, income, and expenses).

- Applicable federal, state, and local laws and Agency resolutions, policies, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional direction for the department.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of financial programs and administrative activities.
- Interpret, apply, and explain federal, state, and local laws and regulations, and policies, procedures, and practices of financial administration.
- Conduct effective negotiations and effectively represent the Agency and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances, duties of this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.