

CONTROLLER (RRA)

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the business management and accountkeeping activities of the Dutchess County Resource Recovery Agency. This position involves considerable independent judgement in providing accurate and efficient management of the Agency's financial and operating affairs. The incumbent of this position must establish and maintain effective working relationships with the Agency's Board of Directors, Treasurer, Contractors, Trustees, various financial institutions, and Agency customers. Work is performed under the general direction of the Executive Director of the Resource Recovery Agency. Supervision may be exercised over the work of other employees involved in the business and accountkeeping activities of the office. Proper performance of the position's responsibilities is accountable to the Agency Treasurer.

TYPICAL WORK ACTIVITIES:

1. Manages business activities of the Resource Recovery Agency including responsibility for accounts receivable and accounts payable and maintenance of the journal and general ledger in accordance with generally accepted accounting principles in compliance with appropriate laws, rules and regulations, and is responsible for keeping such records on a current up to date basis;
2. Reports regularly to the Agency Treasurer and Executive Director on the Agency's financial status;
3. Will administer the sound investment of Agency's monies as delegated by the Board of Directors and Treasurer and within the limits set by the law and the Agency's by-laws;
4. Establishes liaison with banks and other financial organizations as appropriate for the management of the Agency monies;
5. Evaluates existing accounting or auditing systems, methods and procedures and develops or recommends modifications or new procedures including systems utilizing electronic data processing;
6. Provides advice and assistance to Agency officials based on accounting and financial data reports and trends;
7. Supervises and participates in the collecting and compiling of a variety of statistical and financial information for computer generated monthly, quarterly and annual reports;
8. Supervises and participates in the preparation of the annual budget for the Resource Recovery Agency;
9. Supervises and participates in purchasing activities and ensures that expenditures are in accordance with established budget policies;
10. Directs the preparation of and receives and reviews daily operations reports;
11. Analyzes records and statistical reports and directs changes in operating procedures as necessary;
12. Supervises and participates in the preparation of schedules and financial statements required in the annual year-end closing process;
13. Responds to special oral and written requests for financial information;
14. Does related work as required.

CONTROLLER (RRA) (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern business administration procedures and equipment; thorough knowledge of modern accounting principles and practices, including the preparation of financial reports; good knowledge of the operation of a resource recovery agency; ability to supervise the maintenance of fiscal records and preparation of financial reports; ability to supervise the development and installation of new accounting systems; ability to readily acquire familiarity with the laws, policies, regulations and practices affecting a resource recovery agency; ability to make verbal and written factual reports and presentations clearly, concisely and effectively; ability to work with automated accounting systems; ability to gather, assemble, consolidate and analyze facts and draw conclusions; ability to establish and maintain effective working relationships with others; sound professional judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (RECOMMENDED ONLY)

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree which included or is supplemented by the completion of 24 credit hours in accounting and 5-10 years of business administration and accounting experience;
- OR: (B) Completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university which included or is supplemented by the completion of twelve (12) credit hours in accounting, and 5-10 years of business administration and accounting experience.

NOTE: Graduate work leading to a Master's degree in Accounting, Business Administration, Public Administration, Finance or a closely related field may be substituted for the experience described above on a year-for-year basis (one year equals 30 credit hours) to a maximum of two (2) years of 60 credit hours.

CL6404

ADOPTED: 05/11/93