

Montmorency County

Controller
Job Description

Job Classification: Administrative, Full-time Salary

Work Schedule: Mutually determined

Reporting Relationship: Montmorency Board of Commissioners

Primary Accountability:

Oversees, coordinates, and is responsible for county finances and management for the Board of Commissioners.

Major Duties:

Accounting & HR Duties:

- Implement accounting policies and procedures per statute and in coordination with Treasurer.
- Determining the effect of potential business decisions on financial policy.
- Cooperating with departments across the county.
- Ensuring prompt and accurate month-end and year-end close processes.
- Preparing timely financial statements.
- Reporting variances.
- Overseeing accounting operations such as accounts payable, payroll, HR functions, keep a general ledger of all assets and liabilities with fund balances, oversee purchases of the county, and review, prepare, and maintain county policies.
- Ensuring compliance with company and statutory requirements.
- Plan, organize, manage, and administer County's Budget; develop and implement program and strategic planning; implement and assist in the development of budgetary and financial policies, procedures, and business practices; evaluate goals, objectives, priorities, and activities to improve performance and outcomes; recommend and establish administrative controls and improvements; develop procedures to implement new and/or changing regulatory requirements; serve as a member of the management team.
- Manage and coordinate the annual budget process; maintain budget account system and controls; provide strategic and policy guidance and recommendations to elected officials and executive management; monitor budget to actual trends for revenues and expenditures; ensure compliance with statutes.
- Prepare, develop, and present the county's five (5) year financial forecast; plan and conduct complex budgetary, financial, and operational analyses and studies; research and monitor budget variances and economic indicators and trends; develop, prepare, and present reports, recommendations, and findings.
- Act as a resource, and provide direction, guidance, and leadership to staff; advise on the more complex and sensitive concerns and issues.
- Provide expert guidance and explain information to other departments; respond and resolve confidential and sensitive inquiries; investigate complaints and recommend corrective actions as necessary.
- Coordinate with other governmental agencies and jurisdictions regarding financing agreements; negotiate intergovernmental agreements; provide advice and assistance to the County Chair in negotiating financial issues.
- Serve as an expert consultant to department management regarding financial and budget issues and strategies; collaborate with department management in preparing budget documents; negotiate budget issues with department and elected officials; assist or supervise staff in assisting with collective bargaining in analyzing financial issues, costing of labor contracts, and evaluating related personnel costs.

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- Perform the most difficult assignments requiring a higher level of responsibility, applying advanced subject knowledge, and exercising significant independent judgment and initiative.

Grant Administration:

- Compiles necessary data for grants.
- Works in collaboration with Department heads and Treasurer in writing grants.
- Collaborates with finance departments on grant income and grant expense amounts.
- Gathers statistics required by funding sources.
- Assists the BOC in monitoring measurable outcomes as required by funding sources.
- Coordinates with the BOC regarding funding efforts.
- Prepares required grant reports.
- Oversees data entry, delegating data entry as necessary for completion of grant reports.
- Seeks additional funding sources to support, expand, and develop new programming in alignment with the vision of the BOC.
- Develops and manages system for tracking grant expenditures and receivables.
- Oversees accounts, maintains check register, tracks all receipts and records for funds.
- Reviews and approves all grant related payment requests, bills, invoices, and statements.

General Duties:

- Performs additional responsibilities as assigned by the BOC.
- Actively promotes and supports the County's mission and vision.
- Cultivates and sustains relationships with funders to promote the county mission and our work to develop partnerships, and to ensure access to important information and emerging opportunities.
- Seeks additional funding sources to support, expand, and develop new programming in alignment with the vision of the BOC.
- Build and maintain the county website.
- Active in all POAM Union negotiations and activity.
- Main contact for annual county audit.
- Make recommendations to the BOC for improvements to internal management.