



## CLASS SPECIFICATION

Class Code: 9302  
Date Est: 03/2001  
Last Rev: 04/2015  
Last Title Chg: 12/2013  
FLSA: Exempt  
Probation: N/A

### COUNTY COMPTROLLER

#### **DEFINITION**

Under direction of the Assistant County Manager, serves as the chief fiscal officer of Washoe County and provides for the financial integrity of the County, protecting County assets, and maintaining accurate financial and accounting records; organizes and directs the Comptroller's Office, including accounting, payroll, collections, accounts payable, purchasing, and risk management functions; represents the County on a variety of matters at the State level; coordinates the issuance and managing of debt; recommends and manages fiscal policies; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A Bachelor's degree from an accredited college or university in Accounting, Business Administration, Economics, Finance or a closely related field and five years of full-time experience managing fiscal, auditing, purchasing, risk management and accounting or similar management functions in a governmental department, OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

A CPA Certificate from the Nevada State Board of Accountancy or Certified Public Finance Officer Certificate from the Government Finance Officers Association is preferred at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over supervisors, professional and support staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Review and present monthly, interim, and comprehensive annual reports, ensuring adherence to statutory and regulatory reporting requirements and policies.

Assist, coordinate, and direct County financial record keeping policies; coordinate changes in financial reporting requirements; make recommendations for corrective action and submit status reports to the Assistant County Manager and Board of County Commissioners regarding the financial status of the County and potential financial problems in the future when required.

Oversee and coordinate loss analysis, risk identification, evaluation and risk reduction, prevention and financing.

Oversee, coordinate and direct County procurement activities, vendor contract administration, bid analysis, physical asset verification and surplus disposal.

Oversee, coordinate and direct the collection of delinquent accounts and other receivables of various county departments.

Implement financial reporting requirements based on applicable statutes and regulations and advise affected users of financial implications.

Monitor cash transactions in all funds, maintaining statutory cash requirements, and establishing minimum balances required to meet all legal obligations.

Establish, revise, review, and communicate Comptroller Office policies.

Review countywide policies for potential financial or fiscal impact and disseminate information to the appropriate parties.

Respond to user's questions concerning financial information, clarifying technical issues, explaining reporting requirements, and resolving financial compliance issues.

Direct and administer staff in determining the Office's annual goals and objectives, monitoring staff progress in meeting established goals, and communicating the Office's role in accomplishing countywide objectives.

Administer the preparation and/or maintenance of documentation for payroll, accounting, and accounts payable functions, ensuring that all claims against the County have been paid in compliance with applicable statutes, ordinances, and policies.

Formulate policies regarding fiscal activities and program development.

Develop, maintain, and work with County financial databases to provide fiscal information and develop fiscal controls.

Direct the establishment, review, and revision of appropriate internal controls for accounting, payroll, accounts payable, collections, purchasing and risk management functions.

Represent the Office before professional, industrial, and civic groups, explaining Office policies and goals to the public, elected officials, and other government agencies.

Serve as Chief of Finance section during emergency operations and establish criteria for maximizing financial recovery.

Serve as member of the Deferred Compensation Committee and as a Trustee of the Washoe County, Nevada OPEB Trust.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Comptroller Office policies and procedures.

Countywide personnel and financial policies.

Countywide computer software specific to accounting, purchasing, risk management, collections, accounts payable, and payroll functions.

**Ability to:**

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Plan, coordinate, and direct the operations of the Comptroller's Office.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Interpret federal, state, and local regulations and statutes.

**Entry Level** (*Applicants will be required to demonstrate these through written, oral, performance or other evaluation procedures.*)

**Knowledge of:**

Principles and practices of management and supervision.

Generally accepted accounting principles.

Government accounting principles.

Laws and regulations governing public finance in the State of Nevada.

Collections principles and practices.

Reporting and disclosure requirements of government entities.

Payroll principles and federal and state reporting requirements.

Internal fiscal control principles pertaining to accounts payable processing, payroll, accounting, collections, purchasing, risk management, and computer systems.

**Ability to:**

Interpret, understand, and apply technical reports, statutes, rules, and regulations.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Develop and implement recommendations regarding work procedures and cost effective services.

Interpret fiscal and accounting procedures and insure conformity to appropriate standards.

Communicate effectively, both orally and in writing.

Maintain cooperative working relationships with division staff, the public, and representatives of other departments.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical abilities and work environment:*

Ability to sit for extended periods. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephones, calculators, and FAX machine.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*