



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

## JOB DESCRIPTION **CONTROLLER** FINANCE DEPARTMENT

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

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### **GENERAL STATEMENT OF RESPONSIBILITIES**

Under limited supervision, this position is responsible for managing all accounting and accounts payable functions, and maintaining the City's financial accounting records in conformity with accepted principles of governmental accounting. Reports to the Finance Director.

### **ESSENTIAL JOB FUNCTIONS**

Provides oversight of all functions within the Financial Accounting, Payroll, and Accounts Payable divisions including budgeting, purchasing and financial transactions, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities. Researches and prepares recommendations and reports for the department director.

Directs and participates in the planning, organizing and preparation of the City's Annual Comprehensive Financial Report (ACFR), including revenues and expenses, short and long-term capital and bond-funded Capital Improvement Project (CIP) plans, financial forecasts, operating reports, debt-service funding, grant funding, and makes recommendations as necessary. Oversees development and implementation of accounting and financial internal controls, operating policies and procedures as well as implementation of Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and any other municipal, state, and federal government regulations. Oversees and develops short and long-term strategic goals. Establishes departmental programs and budgets for the maintenance, replacement, and improvement of materials and equipment. Leads comprehensive operational projects as necessary.

Researches and proposes financial accounting and reporting process improvements; develops accounting and payroll policies, procedures, and systems and ensures they are appropriately administered; stays abreast of legislative activities related to government finance; participates in the research, development and implementation of strategic initiatives to enhance efficiency, streamline work processes, and improve employee productivity.

Performs other duties as assigned.

### **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Accounting Management – Thorough knowledge of governmental accounting principles, methods and practices; Generally Accepted Accounting Practices (GAAP); and Generally Accepted Government Auditing Standards (GAGAS). Thorough knowledge of Governmental Accounting Standard Board (GASB) requirements. General knowledge of Federal, State and Local laws and regulations governing the receipt, custody and expenditure of public funds. General knowledge of public administration, grant administration, contract law, and actuarial reports relating to Pension, OPEB, Workers Compensation and general liability claims.
- Supervision – Thorough knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff. General knowledge of personnel recruitment, selection, and the use of personnel information systems. Monitors and assesses performance of staff in the organization to make improvements or take corrective action.
- Customer Service – Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Strategic Planning – Knowledge of strategic planning principles and theories to forecast future needs based on departmental operations and budget constraints.

## **REQUIRED SKILLS**

- Critical Thinking – Using logic and reasoning to understand, analyze, and evaluate complex situations and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation. Applies general rules to specific problems to produce answers that make sense. Combines pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Judgment and Decision Making – Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships – Maintains high morale among all department employees. Shares knowledge with supervisors and staff for mutual and departmental benefit. Develops and maintains cooperative and professional relationships with employees, managers in other departments, representatives from organizations, and the general public. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons.

## **REQUIRED ABILITIES**

- Communication – Excellent ability to effectively communicate complex ideas and proposals to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of financial issues with tact and diplomacy and in a confidential manner.
- Financial Management – Ability to perform arithmetic and statistical calculations. Ability to employ economic and accounting principles and practices in the analysis and reporting of data to include bid preparation and evaluation.
- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the

completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.

## **EDUCATION AND EXPERIENCE**

Requires a Bachelor's Degree in Finance, Math, Statistics, Actuarial Science, or a closely related field and 5-7 years of increasingly responsible accounting experience or an equivalent combination of education and experience, including 3-4 years of supervisory experience. Master's Degree and Designation as a Certified Public Accountant (CPA) preferred.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

## **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.

If interested in learning more about our current job openings and to apply visit  
<https://www.nnva.gov/193/Apply-for-a-Job>

**MUST APPLY ON OUR CITY JOB SITE! MUST COMPLETE THE CITY JOB APPLICATION WITH ALL YOUR WORK HISTORY and EDUCATION**