

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: CONTROLLER

REPORTS TO: CHIEF FINANCIAL OFFICER (CFO)

JOB CLASS: EXEMPT

LOCATION: DOVER OFFICE

PURPOSE: The purpose of this position is to direct and maintain all aspects of the Financial Services Group, including, but not limited to, financial reporting and transactions and recording processes. This position directs the internal control environment and coordinates process improvements, oversees the preparation of financial statements, and is responsible for compliance with principles as promulgated by the Government Accounting Standards Board and the Financial Accounting Standards Board.

JOB DUTIES

ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Serves as the technical expert regarding accounting standards and principles for the accounting team.
- Supervises a team of accounting professionals with full personnel management responsibilities.
- Assists the Chief Financial Officer (CFO) in planning, directing, coordinating and supervising the function of Financial Services, including oversight of financial reviews, reports and analysis.
- Coordinates year-end audit and quarterly reviews of financial statements by outside auditors.
- Develops and maintains current policy and procedural guidelines which provide the prescribed standards for recording, reporting and accounting control.
- Researches complex and controversial problems and determines the applicable decisions and other appropriate interpretations in responding to questions related to accounting policy, and provides comments and recommendations on changes, as appropriate.
- Manages Authority investments as directed by CFO and in compliance with corporate investment policy.
- Assists the CFO with bond issues and other credit facilities.
- Collaborates with other functional areas to achieve the overall DSWA mission.
- Exercises initiative and independence in planning and coordinating assignments or projects to be completed by the subordinate staff.

- Initiates and participates in special studies of accounting systems, practices and procedures; may perform professional accounting work of unusual difficulty.
- Directs, implements or is involved in the installation of automated systems and procedures; develops cost estimates for hardware and software applications and oversees acquisition; implements and coordinates new system conversions or major revisions between staff, users and vendors.
- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with at least a bachelor's degree in accounting, business administration, or computer-related field and 16 years of progressive experience in accounting or auditing, 5 of which shall have been at the full performance level and 4 years of supervisory experience.

OR

Graduation from an accredited college or university with at least a bachelor's degree in accounting, or business administration and 12 years of progressive experience in accounting or auditing, 4 of which shall have been at the full performance level, and 4 years of supervisory experience and a CPA, CMA or MBA

Must sign a confidentiality statement.

Ability to work independently and in a rapidly changing technical scenario. Ability to communicate complex financial and accounting issues in both oral and written form. Ability to communicate policies of the Authority and accounting rules and regulation to staff members. Comprehend and stay current on all applicable accounting rules and regulations. Ability to communicate verbally or in writing. Maintain a working knowledge of terminology and common practices in finance.

Physical Requirements:

This position requires standing, sitting, reaching with hands and arms, talking or hearing.

This position requires lifting up to 25 pounds.

This position requires close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

This position risks exposure to indoor environment.

ATTACHMENTS

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

SUPERVISOR

DATE

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

HUMAN RESOURCES

DATE

I have read this description and understand the major responsibilities, requirements, and duties of this position.

EMPLOYEE

DATE

Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.