

# DELAWARE SOLID WASTE AUTHORITY

## JOB DESCRIPTION

APRIL 8, 2009

TITLE: CONTROLLER  
REPORTS TO: CHIEF FINANCIAL OFFICER  
JOB CLASS: EXEMPT  
LOCATION: DOVER OFFICE

### PURPOSE:

Directs and maintains all aspects of the Financial Services Group, including but not limited to financial reporting and transactions and recording processes. Directs the internal control environment and coordinates process improvements. Oversees the preparation of financial statements. Responsible for compliance with principles as promulgated by the Government Accounting Standards Board and the Financial Accounting Standards Board. Responsible for financial software applications.

### JOB DUTIES:

- \* Serve as the technical expert regarding accounting standards and principles for a team of accounting professionals.
- \* Supervise a team of accounting professionals with full personnel management responsibilities.
- \* Ability to assist the CFO in planning, directing, coordinating and supervising the function of Financial Services, including oversight of financial reviews, reports and analysis.
- \* Coordinate year-end audit and quarterly reviews of financial statements by outside auditors.
- \* Develop and maintain current policy and procedural guidelines which provide the prescribed standards for recording, reporting and accounting control.
- \* Research complex and controversial problems and determine the applicable decisions and other appropriate interpretations in responding to

questions related to accounting policy, and provide comments and recommendations on changes, as appropriate.

- \* Manage Authority investments as directed by CFO and in compliance with corporate investment policy.
- \* Assist CFO with bond issues and other credit facilities.
- \* Ability to effectively collaborate with other functional areas to achieve the overall DSWA mission.
- \* Exercise 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.

Perform other duties as assigned.

#### QUALIFICATIONS:

Graduation from an accredited college or university with at least a bachelor's degree in accounting or business administration.

Sixteen (16) years of progressive experience in accounting or auditing, five (5) of which shall have been at the full performance level, including supervisory experience;

Or

Twelve (12) years of progressive experience in accounting or auditing, four (4) of which shall have been at the full performance level, including supervisory experience plus a CPA, CMA or MBA.

Relevant experience with automated accounting systems is required.

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Comprehensive knowledge of GAAS and GAAP.

Ability to communicate complex financial and accounting issues in both oral and written form.

Experience with investment management and credit facilities is preferred.

\* Denotes essential functions of the job