

Job Opening: CONTROLLER

Balanced water supply

Effective, efficient flood protection

Reliable power supply

Balanced environmental actions

KRCD is a leading resource management agency serving agriculture, business, and residential communities within 1.2 million acres spanning portions of Fresno, Kings and Tulare counties.



CONTROLLER

DEFINITION

Under general supervision of the Chief Financial Officer, performs or supervises staff who perform a variety of complex professional accounting duties in support of District financial, accounting, and related administrative functions; assists with performance audits of District functions and services, and with internal control reviews.

SALARY RANGE:
\$8,157-\$10,440/month DOQ

TIMEFRAME: Open until filled

DUTIES AND RESPONSIBILITIES

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Perform or review professional accounting work related to the maintenance and development of financial, accounting, budgeting, and management information systems
- Reconcile revenue and expenditure data with the general ledger
- Prepare or review month-end journal entries, periodic financial reports, and statements
- Close and adjust journals and ledgers each fiscal year
- Review and ensure the accuracy of ledger postings
- Perform periodic audits of internal accounting records to insure accurate controls
- Assist with quarterly reviews and annual audits conducted by outside auditing agencies
- Assist with the protection of District assets, and maintenance of budget controls
- Coordinate the preparation of budgets for the District and related entities; initiate communication and distribute budget preparation materials to departments
- Assist with financial or operational audits of the District and related entities
- Serve as a liaison with vendors, contractors, and debtors
- Supervise, train, and evaluate assigned staff
- Develop and implement cash management, general accounting, and investment controls for the general and special funds, trust funds, and grants
- Assist with proper investment of District funds per approved policies
- Prepare monthly schedule of investments for the Chief Financial Officer, General Manager, and Board of Directors' review
- Perform special analytical studies as directed by the Chief Financial Officer
- Other duties as assigned

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- Principles and practices of budgeting, accounting, finance, investment, and the development and maintenance of fiscal controls in a public agency
- Laws, rules, ordinances, and legislative processes controlling District financial functions and operation



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- Principles and practices of auditing
- Computerized management information and fiscal systems
- Investment principles and practices
- Principles of employee supervision, training, development, and performance evaluations

ABILITY TO:

- Perform complex accounting functions in correlation with established budget and financial reports
- Use a computer and accounting software programs
- Plan, organize, and direct the work of others
- Communicate effectively orally and in writing
- Analyze situations and take effective action
- Establish and maintain cooperative working relationships
- Develop financial models related to resources, cost rates, and revenues
- Perform technical and analytical studies of energy usage and electric demand, power cost, rates, imbalance energy and revenues desired

TYPICAL PHYSICAL ACTIVITIES/CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sits for extended periods of time
- Communicates orally with District management, co-workers, and the public in face-to-face settings
- Regularly uses telephone for communication
- Uses office equipment such as computers, copiers, scanners, and FAX machines.
- Hearing and vision within normal ranges
- Travels as needed conducting District business

EDUCATION AND EXPERIENCE

Any combination of education and experience that will provide the necessary knowledge and abilities will be considered acceptable.

A typical way to obtain the knowledge and abilities would be:

EDUCATION: Bachelor's degree in accounting, finance, or related field; CPA preferred

EXPERIENCE: At least eight (8) years of increasingly diverse responsible public accounting and/or experience in performing professional financial analysis, accounting, management information system development, and budgeting work for a public agency or public utility

Must maintain a valid vehicle operator's license.

Exempt position: Administrative exemption



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SUMMARY OF BENEFITS

- MEDICAL, DENTAL, VISION INSURANCE

Medical: District pays 100% of the premium for employee, 50% of the premium for eligible dependents

Dental: District pays 100% of the premium for employee and eligible dependents

Vision: District pays 100% of the premium for employee and dependents

- EMPLOYEE ASSISTANCE PROGRAM

District pays 100% of the premium for employee and eligible dependents

- RETIREMENT PLANS

Pension plan or 457 deferred compensation plan available

District contributes up to **9% match** of gross salary

- PAID VACATION, SICK LEAVE

- 11 PAID HOLIDAYS

- BEREAVEMENT LEAVE, JURY DUTY, & OTHERS

OUR CORE VALUES

- Integrity, respect and openness in dealing with others
- An atmosphere of teamwork, enabling leadership and learning
- Adherence to principles of professionalism, accountability, excellence and innovation at all times
- Solutions that are practical, politically and economically feasible, scientifically sound and environmentally sensitive

**Ready to join our team of dedicated and talented individuals?
Submit your resume and cover letter to harchief@krcd.org**



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