

City of Eastlake

Job title	<i>Comptroller</i>
Reports to	<i>Finance Director</i>

Job purpose

Works with the Finance Director to ensure that financial practices are in line with statutory regulations and legislation.

Duties and responsibilities

Facilitates in the day-to-day operations with other employees, including procurement, purchase orders, invoicing, fixed assets reporting and payables.

Assist with budget oversight.

Responsible for maintaining financial records and ensuring accurate accounting records for receipts and/or disbursements.

Assists with the monitoring of cash flow.

Works with outside service providers and contractors.

May also assist in other relative functions such as payroll processing or receipt posting

Assists with official reports and various reconciliations

Files and maintains financial records, performs reconciliations of grants, and other accounts.

Works directly with the auditors.

Maintains effective communication with all departments in the City.

Corresponds on a daily basis with various departments.

Performs other duties of a similar nature.

Qualifications

Qualifications include:

- Education- Associate Degree or higher in accounting
- Specialized knowledge – knowledge of government accounting
- Skills- Microsoft office suite
- Must be bondable
- Ability to perform a volume of numerically detailed tasks with accuracy
- Ability to prepare financial and other records in a systematic, neat, legible manner
- Skill and ability to develop and maintain effective working relationships with associates, city officials and the general public
- Must be able to handle confidential information
- Experience in government finance

Physical requirements

Typical and usual office working conditions.

Probation: 90 days

Exempt

Approved by:	
Date approved:	
Reviewed:	