



Classification Description

OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	Controller	Bargaining Unit	Non-represented
Functional Job Family	Accounting & Finance	Classification #	8012
FLSA	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Salary Grade #	325
Position Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Revision Date	May 2007

Summary:

Manage, supervise and coordinate the activities of the accounting and procurement staff. Develop, plan and implement department goals and objectives. Develop and implement appropriate agency policies, programs and services to ensure effective and efficient operations.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

Essential Functions:

- Develop, implement, and evaluate accounting procedures, processes and instructional material; collaborate with senior management on organizational policy changes and make recommendations to ensure integrity of accounting functions and internal controls.
- Monitor the processing of various banking transactions; maintain relationships with financial institutions and other merchants for service and upgrades.
- Oversee accounts payable and purchasing systems; ensure policies, procedures, practices and record retention is consistent with MERC standards and all applicable federal, state and local laws, rules and regulations.
- Direct the maintenance of general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, operating expenses, and contractor records.
- Supervise and participate in the preparation of various financial statements and reports; manage relationship with external auditor for a review of financial statements and systems.
- Develop, implement and manage department budget; forecast additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments as necessary.
- Manage and participate in the development of goals and objectives, policies and priorities of assigned programs and functions.

**Secondary Functions:**

- Prepare periodic financial statements and narratives for presentation to senior management and MERC Commission.
- Prepare annual financial statements and supporting schedules and footnotes.
- Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities:

This position functions primarily as a first-line supervisor, ensuring that subordinate staff have clear work direction and guidance. The incumbent is responsible to carry out the full spectrum of supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience; Certificates, Licenses, and Registrations:

- Bachelor's Degree in business, accounting or finance, and
- A minimum of five (5) years of accounting experience, and
- A minimum of three (3) years of supervisory/management experience, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

Necessary Knowledge, Skills and Abilities:

- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs, including internal controls.
- Knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), auditing principles, and general accounting analysis.
- Knowledge of pertinent Federal, State and local laws, codes and regulations.
- Knowledge of computerized accounting systems, such as tier one or two ERP systems, and various Microsoft applications.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to establish and maintain cooperative working relationships with all persons contacted in the course of work.
- Ability to prepare clear and concise reports including financial statements, audit work papers and accounting analyses.
- Ability to manage staff and resources in an efficient and effective manner.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.
- Ability to work various hours, including evening, weekends, and holidays

Physical Demands / Work Environment:

- Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and moderately paced environment.



- Continuously required to read computer screen; hear and/or respond to verbal/audio cues; perform repetitive motions of hands and wrist; sit for extended periods of time.
- Occasionally required to stand and/or walk for extended periods of time.
- Rarely required to reach with hands and arms, lift, push, pull and/or carry objects up to 10 pounds, stoop, keel, crouch or crawl, and twist and/or bend.

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date