



ASSISTANT CONTROLLER

JC: FF225
PB: 13
FLSA: Exempt

BU: 95 (NR)
Created: July 2000
Revised: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction, directs, manages, supervises and coordinates the activities and the operations of the Finance Administration Division within the Controllershship Department including general accounting, accounting systems, accounts payable, and payroll; coordinates assigned activities with other divisions, departments and outside agencies; performs related duties as assigned.

CLASS CHARACTERISTICS

This Chief Officer level classification manages, through subordinate supervisors, all accounting activities in the above areas throughout the District including accountability for accomplishing division goals and objectives and for furthering District goals and objectives within general policy guidelines. This classification is distinguished from the Controller/Treasurer in the latter functions as the Chief Financial Officer for the District and is responsible for the management and oversight of finance, disbursement, investment, debt administration, cash collection and revenue services, controllership, payroll and risk management.

REPORTS TO

Controller/Treasurer or designee.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Responds to requests and inquiries and provides guidance on a variety of matters to various audiences involving accounting and audit related matters, compliance or inquiry on policies and procedures, and funding issues.
2. Reviews grant agreements, contracts and other agreements for accounting implications and for compliance with the District's Policies and procedures, rules and guidelines set by funding agencies, and to protect the District's interest.
3. Attends various meetings to resolve the issues or questions. Serves as staff on a variety of committees; prepares and present staff reports and other necessary correspondence.

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4. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
5. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
6. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
7. Participates in the development and implementation of all mainframe computer programs utilized by the Finance Administration Division.
8. Coordinates the implementation of regulations and contract provisions, including Federal and State financial regulations, and provisions from labor agreements.
9. Consults with and advises outside auditors on new financial transactions and funding agreements; reviews and approves proposed capitally-funded agenda items.
10. Reviews grant agreements and discusses grant development.
11. Directs and reviews the work of contract consultants; provides feedback and direction to consultants.
12. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon District operations; recommends and implements equipment, practice and procedural improvements.
13. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
14. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
15. Serves as the liaison for the Finance Administration Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
16. Provides responsible staff assistance to the Controller-Treasurer.
17. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to accounting and payroll programs, policies and procedures as appropriate.

QUALIFICATIONS

Knowledge of:

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- Operational characteristics, services and activities of a financial management program
- Principles and practices of general, fund, and government accounting
- Principles and practices of program development and administration
- Principles and practices of grant development
- Accounting and finance
- Generally Accepted Accounting Principles (GAAP)
- Methods and techniques of financial program systems development
- Advanced mathematical and statistical methods and techniques
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Overseeing and participating in the management of a comprehensive financial management program
- Overseeing, directing and coordinating the work of lower level staff. Selecting, supervising, training and evaluating staff
- Participating in the development and administration of division goals, objectives and procedures
- Overseeing complex financial transactions
- Organization and time management
- Preparing and administering large program budgets
- Preparing clear and concise administrative and financial reports
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Analyzing complex financial data
- Interpreting and applying financial provisions of regulations and contracts
- Interpreting and applying Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Accounting, Finance or a related field from an accredited college or university.

Experience:

Seven (7) years of (full-time) professional verifiable experience in accounting or related experience which must include at least two (2) years of supervisory experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

Other Requirements:

Certified Public Accountant license preferred

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers

Census Code: 0120 – Finance Managers

Safety Sensitive: No