



**ADMINISTRATION DEPARTMENT  
JOB DESCRIPTION**

**COMPTROLLER**

**EXEMPT:** Yes

**UNION:** No

**GENERAL STATEMENT OF JOB:**

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City and the Water & Sewer Utilities.

**EXAMPLES OF WORK PERFORMED:**

Section 1.      Specific Activities

- 1.1 Supervises three Accounting Specialists, with focus areas of Payroll; A/P and A/R; and Utility Billing.
- 1.2 Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- 1.3 Supervises the processing of all accounting transactions, payables, receivables, general ledger, payroll, utility accounting, capital spending and year-end accounting procedures.
- 1.4 Assists in preparation of the City and Utility budgets.
- 1.5 Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- 1.6 Prepares monthly and annual financial reports.
- 1.7 Prepares and collects taxes according to Wisconsin Statutes. Balances and settles tax collections with County Treasurer.
- 1.8 Compiles delinquent personal property taxes and billings. Determines the special assessments and delinquencies.

- 1.9 Administers and monitors all City funds for investment. Reviews investment returns and recommends investments. Transfers funds between accounts.
- 1.10 Directs the invoice billings and collections, State and Federal reporting.
- 1.11 Processes cemetery sales, recordings, and questions.
- 1.12 Records acquisition and disposition of fixed assets.
- 1.13 Coordinates with auditor for the completion of the annual financial audits; manages preparation of materials requested by auditors.
- 1.14 Maintains files on paid, unpaid, and delinquent utility accounts. Supervises disconnect notices and deferred payment notices and oversees follow-up as needed.
- 1.15 Attends Water & Sewer Commission meetings, provides necessary data for meetings, records the minutes of the meetings.
- 1.16 Maintains Water & Sewer Department files which include construction work. Works with staff to prepare necessary documentation to record construction work to appropriate accounts.
- 1.17 Maintains Water & Sewer Continuing Property Records and inventory records.
- 1.18 Prepares Public Service Commission Annual Report and files for rate increases.
- 1.19 Serves as City Treasurer

## Section 2.     Peripheral Activities

- 2.1 Serves on Emergency Management Committee.
- 2.2 Performs other duties as requested or as needed.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Wide range of intellectual and practical problems; nonverbal symbolism; comprehend most abstruse concepts. Arithmetic, algebraic, and geometric calculations. Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; considerable knowledge of budgetary, accounting and reporting systems.

Skill in the operation of listed tools and equipment.

Ability to report, write, or edit articles for publication; prepare deeds, contracts, leases, or mortgages; prepare and deliver lectures; interview, counsel, or advise people; evaluate technical data. Ability to communicate effectively, verbally and in writing, with customers who have inquiries; suppliers/vendors for payments and contracts; the general public for taxes; community or trade/professional organizations such as Treasurer's Associations; Federal/State governmental or regulatory agencies for intergovernmental payments, etc.; banks for deposits, and investments. Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to establish and maintain effective working relationships with employees, city officials. Employee will be familiar with details of job to do it reasonably well within 1 year.

**TOOLS AND EQUIPMENT USED:**

Computer with word processing, database, spreadsheet, and payroll/budget programs; telephone; copy machine; calculator; fax machine.

**CONFIDENTIAL DATA:**

Confidential data includes W-2 information, ambulance billings, customer bank information and health insurance bills.

**ESSENTIAL PHYSICAL JOB REQUIREMENTS:**

The physical demands 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.

While performing the duties of this job, employee constantly uses eye-hand coordination, hears. Employee frequently stands; sits; walks; drives motor vehicles; reaches; grasps; holds; keyboards; uses repetitive movements; talks; uses the telephone; has contact with the general public/customers; works alone; stoops, kneels, crouches or crawls; climbs stairs. Employee occasionally climbs ladders.

Employee must be able to lift up to 25 pounds; occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

**ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:**

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: Bachelor's degree in Accounting or related field is required.

2. Five years' experience performing upper-level accounting and financial management/analysis tasks, including at least two years of supervisory experience, is required. Direct experience in municipal budgeting, utility accounting and/or municipal fund accounting is highly desirable.
3. Any equivalent combination of education and experience will be considered.
4. CPA or CPFO designation preferred.
5. Valid Wisconsin driver's license.
6. Notary Public (can be obtained after hired).

**STATEMENT OF WORKING CONDITIONS:**

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is frequently exposed to significant work pace/pressure when preparing budgets, taxes, vouchers to avoid extra costs to City; occasionally exposed to noise during remodeling, temperature extremes with heating system.

**POSITION ACCOUNTABILITY:**

**REPORTS TO:** Administration Director

**SUPERVISION EXERCISED:** Accounting Specialists with focus areas of Payroll; A/P and A/R; and Utility Billing. Supervisory responsibilities include instructing, reviewing work, maintaining standards, allocating personnel, assisting with the selection of new employees, assigning work, planning work of others, coordinating activities, acting on employee problems, approving discharge, recommending salary increases.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **CITY OF PLATTEVILLE VALUES**

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

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