



City of Kansas City, Missouri

Job Class Specification

Job Title: CITY CONTROLLER

Department: FINANCE

Job Code: 1166

Status: EXEMPT

Grade: EX-7

Summary

This position requires highly responsible professional, administrative, and managerial work in the office of the Controller which is responsible for establishing and managing the accounting, financial reporting, internal control framework, and the oversight and implementation of the annual financial audit for all agencies and departments of the City in accordance with generally accepted accounting principles.

Work involves responsibility for planning, establishing, monitoring, and enforcing compliance with financial and accounting policies and procedures and ensuring that appropriate internal controls are in place. An employee in this class acts as primary City contact with the external financial auditor. The City Controller also leads the functional management of the City's financial system, administers and monitors City grants, payroll, accounts payable, and accounts receivable functions as well as certifying funds are available to implement city ordinances and contractual commitments.

The incumbent frequently must instruct subordinates in revised procedures or in new developments due to changes in Governmental Accounting Standards Board (GASB) reporting guidelines and changing legal interpretations regarding the work performed. Work is reviewed through periodic conferences and through evaluation of the adequacy with which desired results are obtained.

Duties and Responsibilities

- Establishes, monitors and enforces an internal controls structure and ensures that agencies are in compliance with GASB, accounting practices, standards, and other external and legal controls and requirements
- Establishes reporting requirements and tracking criteria and standards for financial staff and managers.
- Establishes policies and procedures for the functional side of the City's financial system.
- Assists in establishing a framework and adopting policies for the organization
- Oversees the annual production of Annual Comprehensive Financial Report (ACFR), Popular Annual Financial Report (PAFR), monthly financial reports, financial trends, and other requested specialty financial reports.
- Approves standards, procedures, practices, and guidelines that impact functional and/or operational area(s) within the Controller's scope of responsibility and directs their implementation.
- Analyzes and records significant and/or complex transactions in the City's financial ledgers.
- Plans and coordinates implementation of computer and electronic systems to employ latest technology.
- Ensures that subordinates comply with established laws, ordinances and related regulations; prepares legislative initiatives to achieve maximum results for division activities.
- Determines objectives and policies of the division to carry out priorities of the Director of Finance.
- Performs related duties as required.

Technical Skills

Extensive knowledge of:

- Municipal accounting and budgetary reporting principles and procedures, and records maintenance practices.

Thorough knowledge of:

- Modern office practices, procedures, and equipment.
- Auditing techniques as applied to municipal and business records.
- Modern Enterprise Resource Planning (ERP) systems.
- Cash, modified accrual and full accrual accounting basis reporting requirements.

Ability to:

- Plan, organize, and supervise the work of a moderately large number of employees.
- Review and revise systems and procedures as needed.
- Make accurate and concise interpretations of existing codes, ordinances, laws, and regulations.
- Establish and maintain effective working relationships with business proprietors and others under circumstances requiring the utmost discretion and tact.
- Establish and maintain effective working relationships with associates, subordinates, governmental officials, and the general public.
- Exercise mature judgment and discretion in the analysis, interpretation, and reporting of research findings.
- Plan, organize, direct, and review the work of subordinate personnel in a manner conducive to full performance and high morale.

Education and Experience

Accredited Master's degree in accounting, finance, economics, business administration or a related field, plus five (5) years of experience as a controller or auditor of a large public or private sector organization, including three (3) years as a supervisor. Responsibilities must have included directing accurate financial reporting and internal controls over multiple business units and large budgets; developing or reviewing financial policies and procedures for a diverse organization and managing professional staff.

OR

Accredited Bachelor's degree with major course work in accounting, finance, economics, business administration or a related field, plus seven (7) years of experience as a controller or auditor of a large public or private sector organization, including three (3) years as a supervisor. Responsibilities must have included directing accurate financial reporting and internal controls over multiple business units and large budgets; developing or reviewing financial policies and procedures for a diverse organization and managing professional staff.

**Certificates/
Licenses/Special
Requirements**

Active Certified Public Accountant (CPA) certification

Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision is exercised over professional technical, administrative and clerical personnel.

Supervision

Received

Work is performed under the general administrative supervision of the Director of Finance.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

3/06

Revised

9/06, 7/18, 8/2022 , 01/2024, 11/2024