



Job Description **Comptroller**

Job Summary:

The Comptroller oversees the Financial Services department, ensures compliant financial accounting and reporting, monitors financial performance and internal controls, and enhances financial planning and decision making. This individual is responsible for preparing internal and external financial reports, supervising accounting and office staff, submitting statutory financial reports to external stakeholders, presenting monthly reports to the commissioners, developing and implementing accounting policies and procedures, completing month-end and year-end close processes, and monitoring budgetary forecasts.

Leadership:

The Comptroller has supervisory responsibility of the Financial Services department to include supervising, training and mentoring Financial Services staff. This individual is responsible for developing and motivating the Financial Services team to high levels of performance through adept management and leadership skills.

Level of Authority:

The Comptroller manages job responsibilities independently under the general direction of the Chief Executive Officer/Harbormaster. This individual ensures that Harbor District policies, ordinances and governing laws, local, regional and state laws and regulations, and generally accepted accounting principles and auditing standards are followed.

Job Duties:

The Comptroller job duties include, but are not limited to:

- Oversee Financial Services department and staff
- Supervise and train accounting and office staff
- Develop and implement sound accounting policies and procedures
- Assist Oversight Committee in monthly spot checks
- Manage accounts receivables to include billings and collections
- Manage accounts payables to include payroll transactions
- Complete month-end and year-end close processes
- Reconcile accounts and perform general ledger analyses
- Prepare and present monthly financial reports
- Assess cash flow and prepare cash-flow reports
- Prepare annual financial statements and supplementary information
- Respond to external stakeholders and ensure regulatory compliance
- Monitor compliance with governmental accounting and auditing standards
- Standardize and maintain a system of accounting records and techniques
- Ensure compliance with local, state and federal regulations

- Perform additional tasks beyond formal job duties

Requirements and Qualifications:

- Bachelor's degree in accounting, business, or finance
- Five years of progressive responsibilities in accounting management
- Proficient with accounting and enterprise management software
- Proficient with Microsoft Office products (MS Excel, MS Word, MS Outlook)
- Fundamental knowledge of accounting principles and regulations (GAAP, GASB Standards)
- Evidence of increased supervisory responsibility
- Ability to mentor, motivate, and lead team members
- Strong written and verbal communication skills
- Ability to multitask, prioritize, and manage time efficiently
- Accurate and precise attention to detail
- Self-motivated and self-directed

Additional Desired Qualifications:

- CPA, CMA, or CGFM certification
- Master's degree in accounting, business, or finance
- Government accounting experience

Working Conditions:

Work is performed primarily indoors in an office setting. The Comptroller position may require work to be conducted outdoors on a periodic basis to oversee or conduct inventory and similar tasks. The position may require some physical lifting of office equipment and supplies. The Comptroller may be required to work on weeknights or weekends depending on the job requirements and tasks. The position may require travel to attend meetings, conferences, and other similar events.

Work Status:

- Full-time exempt position
- Salary range: \$60-90K annually
- Paid health insurance, paid holidays, and paid time-off
- California Public Employees Retirement System (CALPERS)

Location:

The Crescent City Harbor District is located along the Pacific Ocean in Del Norte County – the northernmost county in California. Crescent City is the county seat and has a population of 6,673 and Del Norte County has a population of 27,743. The Harbor District provides sustainable marine and shore-based commercial, economic, educational, and recreational opportunities for the benefit of the community. The Harbor District is an economic engine for this region and provides quality jobs, commercial and retail opportunities, and access to recreational and commercial activities.

The Harbor District retains the right to change and/or assign other duties to this position as necessary.