



CITY OF CLEARWATER
invites applications for the position of:

Controller

SALARY: \$58,000.00 - \$60,000.00 Annually

OPENING DATE: 09/29/14

CLOSING DATE: 10/27/14 11:59 PM

POSITION DESCRIPTION:

The City of Clearwater's Economic Development and Housing Department is seeking a highly skilled Controller to conduct advanced professional accounting and financial analysis work requiring the application of accounting principles, concepts, and practices related to federal and state housing/community development grants. Performs budget, revenue planning and cost analysis work including establishing forecasting, tracking and reporting systems. Work is of a difficult and responsible nature and uses considerable judgment to work independently on advanced government accounting, auditing and financial budget analysis work to meet department goals. Reports directly to the Director.

DUTIES AND RESPONSIBILITIES:

Duties may include entering, checking, analyzing and reconciling general ledger records and accounts; analyzing and tracking revenue and expenditure records; reviewing departmental financial data; ensuring compliance with federal and state regulations; coordinating the preparation, development and administration of operating, special projects, and grant budgets; and preparing and filing comprehensive reports on financial data to management and regulatory agencies.

Selected candidate must have considerable knowledge of governmental and/or fund accounting and budgetary practices, and must have the ability to analyze, interpret and effectively report on budget and accounting data. Specific duties will relate to federal (Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME)); state (State Housing Initiatives Partnership Program (SHIP)); and county housing and community development programs. General knowledge of mortgage lending and federal and state policies and procedures relating to these programs preferred.

MINIMUM QUALIFICATIONS:

Graduation from a four-year accredited college or university with a Bachelor's Degree in Accounting or closely related field. Four (4) years of professional accounting, auditing and budget analysis experience. CPA is preferred.

The City of Clearwater is an Equal Opportunity Employer
APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.myclearwater.com>

100 South Myrtle Avenue
Clearwater, FL 33756
727-562-4870 x0

humresweb@myclearwater.com

Position #2014-00077
CONTROLLER
DH

Controller Supplemental Questionnaire

* 1. What is your highest level of education?

- ☐ Masters Degree or higher
- ☐ Bachelors Degree
- ☐ Associates Degree
- ☐ High School or GED
- ☐ Less than HS

* 2. How many years of relevant work experience do you possess for this specific position?

- ☐ No relevant experience
- ☐ 1 year of experience
- ☐ More than 1 but less than 2 years
- ☐ More than 2 but less than 4 years
- ☐ More than 4 but less than 6 years
- ☐ More than 6 but less than 8 years
- ☐ More than 8 but less than 12 years
- ☐ More than 12 years of relevant experience

* 3. How many years experience do you have with government grants and/or fund accounting?

- ☐ No experience
- ☐ 1 to 3 years experience
- ☐ 3 to 5 years experience
- ☐ More than 5 years experience

* Required Question