

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>City Controller</b>	<b>Class Code:</b>	<b>24806</b>
<b>Application:</b>	<b>Single Incumbent</b>	<b>Pay Grade:</b>	<b>O</b>
<b>Supplemental/Code:</b>	<b>Supervisory/0</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>2/26/2015</b>

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**Position Purpose:**

Plans, directs and maintains the city's financial accounting system including subsystems such as payroll, accounts payable, fixed assets, and financial reporting, to insure accurate and timely recording of accounting transactions and preparation of financial reports in accordance with federal, state and professional standards and guidelines.

**Essential Functions:**

1. Plans, directs, maintains, and administers city wide accounting system which provides accurate and timely reporting of the accounting and financial activities of city operations in compliance with various federal, state, and municipal laws and guidelines.
2. Directs and maintains the general ledger system, generating all accounts payable checks; maintains various subsystems such as fixed assets and inventory.
3. Analyzes, formulates, and approves accounting policies, procedures and practices to assure control over and accountability of city's assets and to minimize potential waste and/or abuse.
4. Ensures proper recording of the financial activities of city operations in order to produce yearly financial reports.
5. Directs, coordinates, and monitors city controller's office operations to provide city-wide accounting services and support in the areas of accounts payable, payroll, interim and year end reports, special evaluations, and reviews.
6. Develops and coordinates annual performance goals and objectives, budget expenditures and long/short range plans.
7. Prepares and makes oral presentations to various committees, city management, and other professional groups on city policies/procedures, technical issues and development programs.
8. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills, and Abilities Required to Perform Work:**

Thorough knowledge of the principles and practices of accounting.

Thorough knowledge of various financial techniques including general ledger accounting and financial statement preparation.

Thorough knowledge of budget preparation.

Thorough knowledge of principles and practices of personnel management.

Knowledge of computerized accounting systems.

Skill in oral and written communication.

Ability to direct, coordinate and supervise the work of others.

Ability to negotiate effectively with all levels of management and vendors.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Must be a Certified Public Accountant.

**Working Conditions and Hazards:**

Work performed under normal office conditions.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.