



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CITY COMPTROLLER

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4043

PAY RANGE CODE: [32 AEC](#)

REVISION DATE: 12/22/2016

NATURE OF WORK:

This is professional accounting and administrative work involving the management of the Finance department. Work involves the planning and coordination of the organization and activities of the department professional and clerical personnel. It also involves the management of City funds and investments and preparation of the department's and City's annual operating budget. Work is performed with considerable independence, with general direction received from the Department Director; the incumbent may manage the department in the absence of the Director.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Prepares the department's and City's annual operating budget.

Acts as general accountant for the City and supervises and participates in maintaining a complete set of financial transactions involving the City.

Prepares bond prospectuses and special financial reports relating to the sale of bonds and processes special assessment programs.

Manages and supervises all work related to the City's long-term debt program. This includes the financial analysis and structuring for new debt, preparation of bond prospectuses consistent with all federal and state requirements, coordination with consultants, accountants, bond counsel, other attorneys, and staff in connection with the sale of bonds.

Reviews all sanitary improvement district's development applications, specifically analyzing the financing of the proposed infrastructure.

Presides over a committee which administers City funds, such as the employee retirement fund, and authorizes the investment of idle funds.

Plans, directs, and generally oversees the work of employees in processing payrolls, preparing pay checks and supporting documents, disbursing City funds, and assisting other departments with budgetary, grant, and other financial matters, ensuring that federal, state, and city laws, and regulations are observed.

Maintains a current list of City personal and real property and administers the City's risk management self-insurance program.

Reviews all claims, bills, and accounts involving the City.

Prepares and maintains a statement of the current condition of City funds.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of accounting principles and techniques and the ability to apply and adapt established accounting methods to large complex government organizations.

Knowledge of the theories and practices of large-scale governmental accounting investments and sound financial management.

Knowledge of the principles of public administration with particular reference to municipal finance administration, including budget preparation and contract negotiation.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to analyze fiscal issues and to prepare reports and recommendations based on such analyses.

Ability to preside over an assembly involved with the administration of several-municipal funds.

Ability to supervise and coordinate the activities of several professional and clerical personnel.

Ability to understand written or oral instructions.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and with members of the general public.

Ability to communicate effectively, orally and in writing.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit from 51 to 75% of the time; to stand, walk, or type from 26 to 50% of the time; and to reach, bend, stoop, squat, kneel, push, pull, or lift from 0 to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects up to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Accounting, Business Administration, or a related field

AND

Ten (10) years of experience in governmental accounting work, four (4) years of which must have been in a supervisory capacity

AND

Five (5) years of experience in managing all aspects of capital project financing including analyzing the debt structure, preparing offering documents, managing all post issuance compliance requirements, analyzing current debt and identifying refunding candidates, prepare rating agency presentations and managing Security and Exchange Commission (SEC) continuing discloser reporting requirements.

SPECIAL REQUIREMENTS

Certified Public Accountant and/or MBA degree preferred.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone

Calculator
Printer

Copier
Scanner

Previous Revision Date(s): 7/29/93