

# **CITY OF LAKE GENEVA JOB DESCRIPTION COMPTROLLER**

## **SUMMARY**

The Comptroller performs a variety of functions for the City. The position is responsible for the financial duties performed in accordance with the provisions set forth by State Statute 62.09 and the City of Lake Geneva's Ordinances and Policies. The Comptroller reports to the City Administrator and supervises two full-time employees (City Treasurer and Parking Clerk) and two part-time employees (Benefits Clerk and Counter Clerk).

## **DUTIES AND RESPONSIBILITIES:**

Maintain, reconcile and balance all City of Lake Geneva municipal bank, investment and LGIP accounts. Provide monthly bank report to the City Common Council. Oversee the receipt and deposit of all moneys belonging to the City and/or paid to the City. Controls the Parking Meter, Cemetery and Lakefront operations deposits and financial activities.

Supervise and monitor the Accounts Receivable and Accounts Payable functions as well as the City Treasurer duties as required by Wisconsin State Statute 61.26. Work with City collection agency on debt collections.

Responsible for all aspects of the bi-weekly Payroll and all related activities, including quarterly reporting and end-of-year reconciliation and reporting.

Maintain the accounting system of the City and perform account analysis. Balance and reconcile General Ledger accounts to ensure the financial position of the City is fairly represented in accordance with generally accepted accounting principles. Create and administer financial policies and procedures and maintain the financial records of the City. Complete preparations and assist with the annual audit of all funds.

Work with the City Administrator to facilitate capital borrowing. Maintain records of all borrowings issued by the City by tracking projects, borrowed funds and debt payment schedules.

Assist the City Administrator with preparation of the annual City budget (\$12+ million) in accordance with guidance provided by the Common Council. Establish guidelines, schedules, and provide information and assistance to all municipal departments for budget submission and Capital Improvement Plan requests. Prepare and distribute the annual budget document and execute required budget amendments.

Calculate tax levy for the City, oversee tax collection and settlement and reconcile tax accounts. Prepare mill rate information and special charges for submission to the County for calculation and production of the tax bills. Maintain and reconcile the City's unpaid Special Assessments.

Attend the City Finance & Regulation Committee meetings and any other City meetings as requested and follow up on any directives. Attend professional meetings, seminars and conferences to keep informed of current Federal, State and County legislation and administrative rules and submit recommendations to establish, when necessary, policy and procedures to increase the effectiveness and efficiency of City government.

Manage new employment and termination interviews with employees to ensure all benefit documents are correctly administered. Maintain the employee records and the official personnel files. Maintain a record of the employee's seniority and benefits earned and used for compensatory and paid-time-off hours. Serve as the City's agent for the health, dental, life insurance, retirement, deferred compensation and disability programs.

Perform all other duties required by law or by any ordinance or by other direction from the City Administrator and/or Common Council.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree in Accounting or Finance or a closely related field. A CPA or GFOA certification is preferred but not required. Prior supervisory experience in Accounting/Finance, preferred. Human Resource knowledge is an advantage.

**KNOWLEDGE AND SKILLS:**

Ability to carry out difficult and varied tasks with little supervision; proficiency in Microsoft Office (Excel, Word, PowerPoint); ability to understand and issue oral and written instructions; ability to make decisions in accordance with rules, regulations and City policy; ability to establish and maintain complex records and filing systems; and ability to establish and maintain effective public and working relations.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as accounting and administrative rules, operating instructions, City ordinances and policy/procedure manuals. Ability to write routine reports, presentations and correspondence. Ability to speak effectively with fellow employees and the general public.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

*NOTE: This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify, the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*