



ASSISTANT CONTROLLER  
CLOSING DATE: August 8, 2022

This position announcement will be used to fill a Full-Time, Permanent, Assistant Controller vacancy within the Office of Finance with Anne Arundel County Government.

This is professional and managerial work in administering a major financial program for the following areas: revenue and collections, accounting, or tax and revenue research within the Office of Finance. Work requires extensive contact with county managers, elected officials, and representatives from other governments and the private sector to plan, present, defend and implement significant financial programs.

#### NATURE AND VARIETY OF WORK

Work involves responsibility for managing the operation of a major county financial program and involves substantial participation in developing and monitoring a particular financial program for the County such as: coordinating the development of county management improvement programs; providing supervision to staff; and implementing effective financial systems and procedures. Work is performed with broad latitude for technical decisions and for representing the Office in policy discussions. Work is evaluated in general terms through conferences and review of accomplishing program objectives.

#### Examples of Duties and Knowledge, Skills and Abilities:

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.)

#### FINANCE ADMINISTRATION

Plans and directs bond sale and settlement for funding of the County capital program, including preparation of all required disclosure documents.

Ensures that the County is in compliance with arbitrage regulations of Internal Revenue Service, including investment, expenditure tracking, and payment of appropriate rebate amounts and complying with investment restrictions.

Directs preparation and review of all schedules included in the County Annual Comprehensive Financial Report (ACFR) and participates in the preparation and review.

Prepares the Debt Affordability Report to determine the appropriate level of County bond sales and appropriate level of Capital Budget.

Plans, prepares, and makes presentations to rating agencies for County bond sale and others as needed; prepare offering memorandum and coordinates bond sales and advice on appropriate time to sell bonds.

Coordinates banking relationship between County lead bank and appropriate staff; coordinates issuance of commercial paper with security dealers and back-up bank.

Plans and supervises year end closing of accounting records.

Prepares County responses to all draft documents of Government Accounting Standards Board, or Internal Revenue Service.

Plans and participates in implementation and a financial management system for the County.

Manages liquidity portfolio and assists in the development of the County's investment policy.

Coordinates pension plan accounting, in paying of consultant and money manager bills by trustee, reporting of investment activity for use by Actuary, preparing pension plan financial statements.

Coordinates internal and external auditors for annual financial audit.

Advises budget on accounting and financial impact of strategies considered in annual budget process.

Participates in the design, development and implementation of computer generated financial systems.

Participates in policy discussion on fiscal planning, proposed operating and capital budget. Resolves a variety of fiscal issues on the operation and capital budget proposals and oversees the proper administration of approved department budgets.

Serves on interdepartmental committees concerned with major innovations in administrative practices and procedures, participates in analyses and definitions of goals and objectives; develops working procedures for detailed studies; reviews findings and participates in the development of recommendations.

Participates in planning staff assignments and in the evaluation of staff performances.

Performs related work as required.

#### REVENUE ADMINISTRATION

Establishes effective audit trails for timely and accurate billings and revenue collections in accordance with local and state laws.

Reviews proposed state and county legislation on billing and revenue issues, evaluates impact and provides a recommendation to the Budget Officer.

Testifies before the County Council and state legislature on the scope and impact of pending legislation.

Ensures that the County is in compliance with proper accounting principles and standards.

Performs related work as required.

#### REVENUE RESEARCH

Performs staff work for Spending Affordability Committee to assist the Committee to arrive at and publish its recommendations on county spending.

Develop forecasts and monitors revenues for the County's General Fund Operating Budget.

Analyzes and monitors the budget of the Office of Finance.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of the principles, methods, and practices of governmental budgeting and accounting.

Extensive knowledge of the County's budget, accounting, personnel, purchasing, and other management systems and policies.

Extensive knowledge of the organization, functions, policies, and procedures of county administrative agencies.

Thorough knowledge of organizational theory, management techniques, and current management practices.

Ability to analyze and evaluate work programs and operating practices and supporting management systems.

Ability to plan, assign, train, and provide professional leadership for a professional staff in budgeting and management analysis.

Ability to present findings and recommendations effectively both orally and in writing.

Ability to maintain effective working relations.

#### **MINIMUM QUALIFICATIONS:**

Graduation from an accredited four-year college or university, with major course work in accounting, finance, or business; certification as a certified public accountant, or a master's degree in business or finance from an accredited college or university; and six (6) or more years of supervisory experience in business, finance, fiscal operations, or governmental accounting.

To submit an application and for more details, visit [www.aacounty.org](http://www.aacounty.org) – employment information – job announcements