

Worcester County Job Opportunities

DEPARTMENT: TREASURER'S OFFICE
JOB TITLE: ENTERPRISE FUND CONTROLLER
COMPENSATION: NON-CLASSIFIED
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: The Enterprise Fund Controller is a highly responsible position that assists the County's Finance Officer in planning, organizing and directing the functions and activities of the County Enterprise Funds and reports directly to the Finance Officer.

GENERAL REQUIREMENTS:

- Pre-employment background check

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Plans, organizes, coordinates and directs the functions and activities of the County Enterprise Funds, which include water and wastewater, solid waste, and liquor control enterprise funds.
- Supervises Treasurer's staff assigned to the Enterprise Funds; makes recommendations for same regarding personnel matters in accordance with the County's personnel rules and regulations, including hiring and disciplinary action.
- Develops and carries out policies and operating procedures for the administration of the Enterprise Funds including the revenue collections, the accounting function, and the maintenance of the records.
- Responsible for proper collection of various Enterprise Fund revenue sources, reconciliation of cash and receivables and administration of appropriate procedures for the collection of delinquent accounts.
- Attends Advisory Board meetings, public hearings, budget hearings and various Enterprise Fund work sessions.
- Works with independent auditors, provides required audit source data and schedules and ensures that all financial operations of the Enterprise Funds are conducted in accordance with applicable State and local laws, county rules and regulations, and generally accepted accounting principles.
- Works with Public Works Director and Enterprise Fund Department Heads in the preparation, submittal, presentation, and maintenance of the annual Enterprise Fund budgets.
- Provides support and analysis to the Public Works Director and Enterprise Fund Department Heads on an as-needed basis.
- Adhere to county records retention schedule
- Supports and enforces Worcester County Personnel Rules & Regulations and safety programs.
- This is an essential position and may be required to report during weather events or emergencies etc.
- Performs other related duties as required.

QUALIFICATIONS AND SKILLS:

- Bachelor's degree from an accredited college or university in accounting plus a minimum of four years of progressively responsible accounting experience. A CPA is preferred.
- Experience in office management and the supervision of accounting and clerical staff.
- Knowledge of state and local government laws and accounting procedures.
- Proficient computer skills in Microsoft applications.
- New World, Munis, and Docuware experience preferred.
- Above average oral and written communication skills necessary to prepare reports, prepare and deliver public presentations, provide leadership and motivation to department employees, communicate effectively and courteously with coworkers and the general public.

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.