



JOB OPENING

Controller

Salary Range: \$78,900-\$99,900

Full-Time, Exempt

Closing Date: Open Until Filled

Reports to: Chief Financial Officer

Summary

The Town of Miami Lakes is accepting applications for an experienced Controller. The Controller works under the general supervision of the Finance Director/CFO and is responsible for the day-to-day management of general accounting functions that support the Town.

Essential Duties:

- Supervises general accounting and observes all associated policies and procedures.
- Assists in the preparation of the Annual Comprehensive Financial Report.
- Hires, trains, develops and appraises staff.
- Keeps current on information and technology related to all financial systems to increase innovation and ensure compliance.
- Protects assets by establishing, monitoring and enforcing policies and procedures.
- Coordinates and/or prepares financial reports required by other governmental agencies.
- Prepares the financial reports required by the Town Charter.
- Prepares monthly reports of revenue and expenses by Department and budget line item, including updates to projected year-end figures.
- Assists in the preparation of the Town's Budget.
- Manages and prepares annual audit requirements and other audit requests.
- Ascertains that fiscal transactions are properly recorded in accordance with Generally Accepted Accounting Principles, the requirements of the Governmental Accounting Standards Board and applicable state and federal regulations.
- Prepares or reviews monthly bank reconciliations prepared by accountant.
- Reviews bi-weekly payrolls for accuracy and completeness.
- Responsible for the monitoring of contract & grant billings to agencies/organizations to ensure that the Town receives the funds.
- Documents accounting policies and procedures and assists in their development and implementation.
- Performs other duties and special projects as assigned.

Knowledge, Skills and Abilities

- Knowledge and understanding of the principles and practices of governmental administration in relation to accounting and financial reporting
- Knowledge of both financial and governmental accounting principles.

6601 Main Street • Miami Lakes, Florida, 33014

Office: (305) 364-6100 • Fax: (305) 558-8511

Website: www.miamilakes-fl.gov



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- Knowledge of bookkeeping, accounting, and cashiering principles and procedures.
- Proficiency in Microsoft Word, Excel, Outlook.
- Ability to work independently and collaboratively on complex assignments and to analyze a wide variety of data.
- Ability to establish and maintain effective working relationships with coworkers, other Town departments, vendors and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to train and supervise others in an accounting environment.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of GAAP and accounting rules is a MUST.
- Strong understanding of accounting theory and rules.

Minimum Requirements:

- Bachelor's degree in Accounting or closely related field from an accredited college or university
- Five (5) years of professional accounting experience, including a minimum of 3 years of governmental, municipal or county accounting experience.
- A minimum of three (3) years' experience in preparation of governmental financial statements including the Annual Comprehensive Financial Report.
- Certified Public Accountant (CPA) license or Certified Government Finance Officer (CGFO) designation is preferred.

Applicant must comply with employment policies established by the Town of Miami Lakes. This may include, but is not limited to, a written examination, comprehensive background investigation and drug/alcohol screening.

The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email: jobs@miamilakes-fl.gov Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved: 08/23/2022