



## **CONTROLLER (req #302) – Open until filled**

**Department:** Fiscal

**Anticipated Work Schedule:** Monday - Friday, 8:30am - 4:30pm

**Reports To:** Assistant Fiscal Officer

**Salary:** Commensurate with Experience

**Full Time or Part Time:** Full-time

**Regular or Temporary:** Regular

**Bargaining Unit:** Non-Bargaining

**Classified or Unclassified:** Unclassified

**FLSA:** Exempt

### **Tuition Reimbursement!**

Cuyahoga County now offers tuition reimbursement. Beginning in the Fall Semester of 2022, full time, benefits eligible county employees who have completed one continuous year of employment can participate in the Tuition Assistance Program. The classes can be undergraduate or graduate level, at Baldwin Wallace University, Cleveland State University, or Cuyahoga Community College.

### **Benefits:**

County employees receive competitive pay and excellent benefits including healthcare, prescription drug, dental, and vision coverage; wellness incentives; basic and supplemental life insurance; employee assistance program (EAP). County employees contribute to the Ohio Public Employees Retirement System (OPERS), which offers a defined-benefit pension plan, consistently ranked as one of the best public pension funds in the nation. Employees may also participate in an individual deferred compensation retirement program. This position stands out for its exceptional work/life balance: You will work a regular schedule, weekdays only, 8:30 AM to 4:30 PM. That means no weekends, no evenings/nights, no holidays, no mandatory overtime, no on-call. Every year you will enjoy 12 paid holidays and earn 10-25 vacation days (increasing with length of service) and 15 days of sick leave.

### **Essential Job Functions**

Plans, organizes, and directs the preparation of financial statements for all operations and services of the County. Ensures that monthly and annual statements are prepared in accordance with County policy, generally accepted governmental accounting principles, and state auditor requirements. Provides direction for the maintenance and enhancement of automated accounting, financial reporting, and payroll systems. Directs the maintenance of a uniform chart of balance sheet, revenue and expenditure, appropriation, and other accounts necessary for comprehensive financial reporting. Meets with senior-level County management personnel and the state auditor's representatives to discuss significant accounting and

reporting plans, policies, and problems. Presents solutions to identified problems. Provides technical advice and assistance on accounting, financial analysis and reporting methods, techniques and principles. Directs the establishment and revision of the policies and procedures to support centralized accounting and reporting operations. Ensures that user agencies are provided training and technical advice and assistance on all necessary procedures, use of forms, and records managements. Directs the preparation and approval of combined balance sheets, schedules, and statistical tables which comprise the comprehensive annual financial report. Supervises management personnel. Reviews and approves employee evaluations, provides training and development, conducts performance evaluations, and makes personnel decisions. Reports financial activity to bond rating agencies.

### **Minimum Requirements**

**Certified Public Accountant (CPA).** Bachelor's degree in Accounting, Finance, or related field. Minimum eight (8) to ten (10) years of experience in accounting or financial management. Minimum five (5) years of supervisory experience. Demonstrate competencies in attention to detail, improving business processes, problem solving, using financials, and ensuring accountability. Light physical effort in sedentary to light work. May involve some manipulation of lightweight items (5-10 pounds). May involve extended periods of time at a keyboard or workstation

### **Preferred Requirements**

Applicable certifications such as Certified Treasury Professional (CTP) or Certified Financial Analyst (CFA).

### **Application Process**

Apply at <https://www.cuyahogacounty.us/human-resources>. This is an unclassified position. Human Resources will check your application to make sure you meet the minimum qualifications. HR helps the hiring department decide who to follow up with for interviews and then a job offer. Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case. If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in [Chapter 306 of the County Code](#).

### **EQUAL OPPORTUNITY EMPLOYER**

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together. The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation. If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.