

**Storey County Job Description****Comptroller**

**Class Title:** Comptroller  
**FLSA Status:** Exempt  
**Represented Status:** Non-Represented  
**Created:** 02/05/08  
**Last Revised:** 07/01/19

**JOB SUMMARY**

Under administrative direction of the County Manager, the incumbent serves as the chief fiscal officer and director of the Comptroller's office, overseeing and performing the full-range of fiscal and auditing duties of the county. Pursuant to NRS 251 the county comptroller shall: (1) Number and keep a record of all demands allowed, showing the number, date, date of approval, amount, and name of the original holder, on what account allowed, and out of what fund payable; (2) constantly be acquainted with the exact condition of the treasury, and every lawful demand upon it; (3) keep a complete set of books for the county, which shall be open to the inspection of the public, free of charge, during business hours, in which shall be set forth in a plain and businesslike manner every money transaction of the county, so that the county auditor can, at any time, when requested, tell the state of each fund, where the money came from, to what fund it belonged, and how and for what purpose it was expended, and also the collection made, and the money paid into the treasury for every officer.

**DISTINGUISHING CHARACTERISTICS**

Pursuant to NRS 251 the County Manager may appoint the county Comptroller with the confirmation of the county board of commissioners.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Performs the full-range of duties in NRS 251 County Auditors and Comptrollers.
2. Compiles and prepares the county annual budget and augmentations; prepares cash-flow and expenditure projections and various budget-related forecasts and reports; provides personnel costs from salary and benefits projections; publishes public records and responds to public records requests.
3. Develops and administers comprehensive internal audit programs; performs fiscal, operational, and compliance audits in accordance with internal auditing procedures and programs, and state statutes.

4. Coordinates activities of each department with the independent Certified Public Accountant (CPA) auditor and all applicable agencies and examiners to best utilize resources to achieve established objectives.
5. Confers with the county manager, department heads, and the independent CPA auditor, agencies, and examiners, to discuss each department's scope and schedule for the upcoming year, and periodically reviews and discusses audit findings and other matters at other such times as necessary.
6. Develops and executes internal controls, operating efficiencies, and the adequacy of bank records and recordkeeping.
7. Investigates fiscal, operational, and regulatory compliance deficiencies and irregularities noted by the independent CPA auditor.
8. Responds to property/liability risk management and insurance questions from departments; investigates property/liability accidents/incidents.
9. Directs departments in the proper classification of revenues and expenditures; provides technical assistance and training to staff in matters related to financial accounting and budget administration; produces information to allow management to make valid decisions.
10. Responsible for managing software applications, including: security, training, and implementation of Tyler Incode.
11. Development of operational procedures and system controls to ensure data integrity and documentation of data flow.
12. Coordinates internally and with Tyler to maintain and test Tyler Incode software ensuring functionality and performance.
13. Serve as project manager for fiscal system implementations and upgrades, oversees troubleshooting financial software system issues, liaison with accounting software and other system vendors and consultants.
14. Monitors expenditure reports and other accounting records and ensures compliance for departments; works with others to implement budget requests, resolve discrepancies and irregularities, and potential over-expenditures; works with outside agencies, vendors, contractors, and the public in program development and administration.
15. Monitors and ensures compliance for various grant programs and funds, policy development, and staffing solutions.
16. Formulates findings of fact and short- and long-term planning business objectives and practices; develops and administers plans and objectives; manages asset utilization and audit results, and makes changes to operations and financial activities.
17. Prepares detailed complex reports and graphical representations, and presents to the county commission, other public bodies and agencies, and the public.
18. Maintains required certifications and licenses; attends and participates in professional group sessions; engages in continuous education, training, and other professional development; stays abreast on new trends and innovations related to the field.

19. Coordinates with the Nevada Department of Taxation, county manager, fiscal auditors, and other state and local agencies to administer PERS, OPEB, and other programs and ensure compliance with all federal, state, and organizational financial reporting requirements and regulations.
20. Oversees employee benefits and payroll deductions programs.
21. Collaborates with management staff in HR functions, budgets, plans, and goals; administers policies based on regulations, goals, and objectives; provides input to team on practices, methods, and programs to improve county services in an efficient and cost-effective manner.
22. Collaborates and directs distribution in coordination with HR and managers for budgets and union payroll matters.
23. Ensures systems are set up and updated to reflect current employee base, including wages, benefits, sick and vacation time in line with policies and union contracts
24. Ensures payroll and audit files are current, secure, and confidential; transfers and disposes records according to retention schedules.
25. As needed, responds to call-out in emergencies, other than normal working hours, as needed and provides fiscal services and oversight during emergency situations. For example, may respond to and actively participate in all-hazard Incident Command Systems (ICS); may provide assistance in the integration of facilities, equipment, personnel, procedures, and communications operating within a common organization ICS structure; may assist in coordinating responses among various jurisdictions and functional agencies, both public and private; and may assist in establishing common processes for planning and managing resources in the ICS; may assist departments on their emergency management and ICS plans

## QUALIFICATIONS

### *Knowledge of*

1. Principles and practices of public-sector cost accounting, budgeting, purchasing, contract management, research methods and report writing, data-based decision making, customer service, strategic planning, and employee supervision.
2. Governmental accounting auditing standards, including Governmental Accounting Standards Board (GASB) releases.
3. Techniques for efficient and cost-effective management of resources.
4. Legal, ethical, and professional rules of conduct for public sector employees.
5. Principles, practices, and methods of employee compensation and benefits administration, and research and analysis.
6. Federal and state regulations, and organizational policies, related to Fair Labor Standards Act (FLSA) and HR functions applicable to payroll and benefits.
7. Principles of confidential file management and record keeping.
8. Statutes, regulations, and procedures applicable to assigned position.

9. Standard office practices and procedures, including filing and case management.
10. Correct English usage including grammar, punctuation, and vocabulary.

*Ability to*

1. Prepare, examine, and interpret narrative and statistical data including financial statements and reports; apply governmental accounting principles and practices; and manage automated financial management systems; apply general rules to specific problems to produce answers that make sense.
2. Prepare audit programs to included documentation and preparation of findings.
3. Define problems, collects data, establish facts, draws valid conclusions, and provide recommendations based on facts; interpret, apply.
4. Interpret and explain complex federal, state, and local regulations, and policies.
5. Administer projects and operations consistent with county policies, goals, and objectives; work effectively under the pressure of deadlines, conflicting demands, and emergencies; work effectively with coworkers, elected and appointed officials and bodies, and the public; and gain cooperation through discussion and persuasion; gather and analyze quantitative and qualitative data and prepare appropriate reports; communicate clearly orally and in writing.
6. Independently carry out special and ongoing projects; supervise the work of staff; analyze problems, identify alternative solutions, and forecast consequences.
7. Operate basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office; automated financial management systems; and other applicable programs and software; type at a rate sufficient to perform assigned duties.
8. Consistently demonstrate positive attitude and progressive actions through the display of professionalism, courtesy, tact, punctuality, attendance, and discretion in all interactions with coworkers, supervisors, and the public.
9. Continue education and training and remain current on latest policies and practices and required certifications.
10. Supervise and lead subordinates and co-workers in a supportive and positive manner.

## LICENSING, EDUCATION & OTHER REQUIREMENTS

1. Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
  - a. Bachelor's or equivalent from an accredited college or university with emphasis in public administration, business administration, management, accounting, auditing, or closely related field; and
  - b. At least 10 credit hours per year professional development in government finance and/or government auditing through the Government Finance Officers Association (GFOA), or an equivalent education program approved by Human Resources office; and
  - c. At least 5 years of professional experience in accounting or finance, with preference in public-sector fund accounting or finance; or
  - d. Combination of experience and education.
2. Certificate of completion in Intermediate Governmental Accounting within 12 months of hire unless equivalent degree or qualifications earned in public-sector finance.
3. Certificate of completion in a Certified Public Management program within 12 months of hire.
4. Must maintain enrollment in County and Government Fiscal Officers Association and Certified Governmental Accounting Professional program within county budget allowances.
5. Must possess and maintain a valid Nevada Class C Driver License.
6. Must pass a criminal background investigation.

## PHYSICAL REQUIREMENTS & WORKING ENVIRONMENT

The conditions and requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Physical Requirements.** Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 25 pounds) is occasionally required.

*In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*

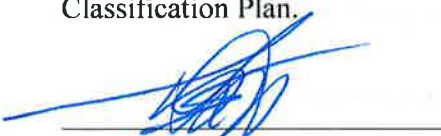
- **Working Environment.** Position functions indoors in an office environment where a majority of work is performed at a desk and on a computer. Work occasionally includes working in a public forum and interfacing with governing bodies and the public.

Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. Work may include travel by motor vehicle to offsite locations. Work includes periodic contact with angry and upset individuals under stressful situations. Frequent interruptions to planned work activity by phone calls, visitations, and response to unplanned events occur.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

Effective the   1st   day of   July  , 2019  .

Upon approval the above language shall be amended into the Storey County Government Classification Plan.



Austin Osborne  
County Manager

*Note: This was reviewed by the Board Chairman in the capacity of the HR Director/Administration Officer.*