

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Comptroller**

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Exempt (Y/N): Yes

DEPARTMENT: Comptroller

DATE PREPARED: September 2012

SUPERVISOR: Chief of Staff

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**SUMMARY:**

Under the general supervision of the Chief of Staff, and ultimately to the County Judge, the incumbent is responsible for performing audits of County financial records; assure legislative compliance in all financial transactions, and to accurately report the County's financial position. The incumbent is responsible for Payroll, Accounts Payable, General Ledger, and Budgets. The incumbent is responsible for preparing the county budget annually which averages \$60,000,000 annually. The budget is made up of 25 funds and 89 departments with each having their own budgets. Payroll covers a total of 1483 employees with 577 being fulltime. The incumbent is responsible for ensuring elected officials and department heads expend County monies in compliance with County ordinances and State legislation. Ensure overall County finances have sufficient cash flow for daily operation. This position requires an individual that is accurate with numbers and is able to meet deadlines in a timely manner. The incumbent provides assistance to solve budgetary problems. The incumbent often required to confer with elected officials and department heads who have made financial decisions that are not in the best interest of the County. Resolve problems and suggest solutions, which will maintain County policies. All record keeping functions should be performed efficiently and in an accurate, timely, and professional manner. The incumbent must ensure that each situation is handled according to County policies and a manner that maintains optimum efficiency in the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Provide requested information for elected officials and department heads.
2. Assist auditors and provide necessary financial information and reports to assure total compliance.
3. Review with elected officials and department heads budgets and expenditures.
4. Assist elected officials and department heads with financial requests.
5. Post receipts and make adjusting journal entries to general ledger.
6. Process invoices for payment.
7. Reconcile comptroller's records with treasurer.
8. Prepare operating statements for each department and detailed reports on each account.
9. Process appropriation ordinances concerning the County's budget.

10. Prepare annual financial statements.
11. Bill other entities for rent, telephone usage, etc.
12. Mandatory attendance of quorum court meetings, finance, and other committee meetings as needed.
13. Ensure financial compliance with contracts, grants, regulatory and legislative mandates.
14. Assist with payroll, purchasing, and human resources, grants, County Judge, when necessary.
15. Answer questions from public/vendors concerning application of sales tax ordinances.
16. Prepare and process multi-million dollar annual budget information.
19. Input all revenue and expenditure items accurately into the computer.
17. Maintain the County wide general accounting system, general ledger, and budget in accordance with Legislative Audit requirements and Generally Accepted Accounting Principals.
18. Process Line Items Transfers.
19. Prepare W-2 forms for employees and W-2 transmittal for the IRS and State on an annual basis.
20. Prepare monthly, quarterly and annual payroll tax reports.
21. Assist human resources office when needed in calculating merit increases, retroactive pay increases, market adjustments, attendance incentives and any other changes to the regular payroll. Insert a statement regarding software interfaces between the offices.
22. Consult with the County's software developers, computer technicians, and vendors concerning any changes or additions to the financial system. Maintain quality interfaces between the Comptroller's software systems and the Human Resources software systems as well as quality interfaces between the Comptroller's software and Purchasing/Inventory software.
23. Assist in preparing policies concerning the financial management of the County.
24. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public, and other agencies.
25. Interaction with media community concerning the County's budget, finances and expenditures.
26. Present the county's financial status monthly to the Finance Committee.
27. Present the county's financial status monthly to the Quorum Court.
28. Present departmental budget request at each of the Budget Committee of the Whole.

29. Compile a complete budget with all departmental budgets, revenue budgets, budget controls, a copy of the budget approval ordinance, and budget summary and present to each elected official/department head.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

The incumbent must possess understand of fund accounting; college degree in business related field with 7 years experience in accounting, preferably government accounting or the equivalent amount of education and experience and 5 years of management experience. The incumbent should possess an intermediate level of data processing and computer knowledge with spreadsheet and work processing experience.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises three employees in the Accounting Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**OTHER SKILLS and ABILITIES:**

The incumbent should possess excellent knowledge of accounting principles, possess good verbal and written communication skills as this position has frequent contacts with elected officials, department heads, and the public on matters requiring explanation. This position requires computer skills, good typing and math skills. The incumbent must possess the ability to resolve accounting problems independently. The incumbent should have knowledge of modern office practices, procedures, and equipment; knowledge of computerized accounting; the ability to perform duties with speed and accuracy.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:**

Budget Responsibility:	\$60,000,000
Equipment and Property:	\$500,000

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently sit and to talk or hear; use hands to finger, handle or feel objects. Also, the employee must occasionally stand, walk, stoop, kneel, or crouch, and reach with hands and arms. Specific vision abilities required by this job include close vision.

The employee must occasionally be required to lift up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.