



P.O. Box 846 • Lindsay, CA 93247 • Phone: (559) 562-2581 • Fax: (559) 562-3882 • www.lsid.org

Job Title: Controller

Last Revision Date: 08/13/2024

SALARY RANGE: \$90,000 – 120,000

I. INTRODUCTION

This is an exempt managerial position that is responsible for the accounting operations of Lindsay-Strathmore Irrigation District. The Controller produces periodic financial reports, maintains accurate accounting records, and implements policies and procedures to mitigate risk. The Controller ensures that the company's reported financial results comply with generally accepted accounting principles. The Controller is an integral part of the management team and assists in the planning, directing, and oversight of the district's programs, services, and operations.

II. RELATIONSHIPS

The Controller reports to the General Manager and has direct supervisory responsibility for the accounting staff.

III. DUTIES and RESPONSIBILITIES

The duties and responsibilities listed below are illustrative only and are not meant to be a complete and exhaustive listing of all the duties and responsibilities of this position:

Essential Duties and Responsibilities:

- Recruit, interview, and consult regarding selection of accounting staff.
- Perform onboarding procedures for all new hires.
- Train, lead, supervise, counsel, and evaluate the accounting staff.
- Confer with General Manager on issues involving the discipline and/or potential promotion of the accounting staff.
- Ensure accurate and timely recording of accounting transactions in the accounting systems.
- Review accounts payable, accounts receivable, payroll, and inventory accounting transactions for accuracy and initiate corrective action as needed.
- Maintain employee payroll records in the financial accounting system.
- Assist with employee leave requests.
- Assist with employee insurance claims.
- Design and implement filing systems ensuring confidentiality and security of data and employee files.
- Develop procedures for the retention, protection, retrieval, transfer, and disposal of records.
- Process all outside agency informational requests.
- Generate and file quarterly and annual payroll tax returns.
- Generate and post payroll allocations.
- Prepare and post monthly and annual journal entries.
- Manage annual financial audit activities, delegate tasks as needed.
- Generate the draft of the annual financial budget.
- Maintain approved financial budget in the financial accounting system.
- Configure custom reports in the financial accounting system to meet the needs of the General Manager and the Board of Directors.
- Perform monthly review of year-to-date activity against the finalized budget. Communicate significant issues to management.

- Prepare monthly financial reports for Board review.
- Attend monthly Board meetings.
- Monitor system users and their tasks; review and initiate corrective action for unusual items.
- Analyze business processes and recommend and implement new configuration in the accounting systems to meet the needs of the district.
- Maintain spreadsheets for analysis and allocation purposes.
- Capitalize financial transactions that qualify for capital asset treatment.
- Provide back up to accounting staff.

Knowledge and Skill Requirements:

- Knowledge of Generally Accepted Accounting Principles (GAAP) and internal controls required.
- Requires excellent data analysis skills with a focus on problem solving.
- Most possess strong computer skills, specifically Excel, Word, Sage 50 Accounting, and Storm.
- Must be organized, detail oriented, and able to multi-task and meet varying deadlines.
- Effective communication skills are required.
- Must be able to perform tasks with a high-level of confidentiality.
- Knowledge of irrigation district maintenance, water operations, administration, and water management is preferred, but not required.

IV. TYPICAL PHYSICAL DUTIES

- Regularly input data, file documents, and move objects.
- Occasionally move up to forty (40) pounds.
- Routinely work at a desk for extended periods of time.
- Move and traverse works site for extended periods.
- Works occasionally in an outside environment with exposure to dust, dirt, wet conditions, and changes in temperature.
- Uses computers, telephones, copiers, and other office equipment.
- Ability to observe, inspect and assess conditions.

V. EDUCATION AND QUALIFICATIONS

- Bachelor's Degree in Business with an emphasis in Accounting or Finance.
- Employment experience in the accounting industry required.
- CPA license preferred, but not required.
- Prior experience leading and developing a team of people that are responsible for accounting activities preferred.

VI. WILL BE EVALUATED ON:

- Items as listed above.
- Ability to deal with staff, clients and customers.
- Ability to utilize appropriate and positive communication skills.
- Accuracy in data input, completeness and timeliness of work, attendance, punctuality, and ability to work cooperatively with others.
- Ability to demonstrate effective supervisory and managerial skills.

Acknowledgement:

I have read the above job description and I understand the requirements of the job.

Signature _____ Date _____