



*The City Beautiful*

**Job Title:** Comptroller  
**Department:** Finance  
**Paygrade:** \$80,204.80- \$114,585.38

The City of Coral Gables, Florida, The City Beautiful, a progressive, international, coastal and historic City is seeking a highly qualified professional who is inspired by interesting challenges of an established, but dynamic community for the position of Comptroller. The City has a population of approximately 51,000 residents, has a vibrant downtown and is home to the University of Miami. It is proud to be ranked by Forbes.com ninth out of America's Top 25 Towns to Live Well and America's sixth most successful walkable suburb by the Wall Street Journal.

### **Summary:**

Coral Gables operates under a commission/manager form of government and is well known for its active and involved citizenry. The Comptroller is a senior management level position which reports to the Assistant Director of Finance or higher level administrator. Employees in this classification are highly responsible for administrative and supervisory work, managing the City's financial affairs and financial management, including but not limited to financial reporting, general accounting, fund accounting, payrolls and financial management. Work includes directing the development of financial reports and statements showing the condition of funds for review by management, various government agencies and the public. Develops methods, procedures, and guidelines for financial accounting of local, state and federal grants; assures that federal and state reporting conforms to appropriate requirements; ensures that the proper records are maintained for all financial transactions via the computerized accounting system in a manner conducive to acceptable accounting principles and legal requirements. Ensures the preparation of monthly, quarterly, annual and other periodic reports and financial statements which are utilized to keep top management informed with timely, accurate and current financial information used in making policy decisions. Prepares and assists in the preparation of the department's budget. Prepares and/or ensures the preparation of financial analysis, statements and other data to internal and external auditors or other governmental agency as required. Establishes and analyzes internal controls and investigates accounting problems, recommends and implements corrective measures. Employee works with a high degree of independence and initiative, and may confer with the Assistant Finance/Finance Director on matters involving unusual accounting problems.

### **Requirements:**

Graduation from an accredited college or university with a Bachelor's degree in Accounting or finance and must possess five (5) years of financial management in a governmental agency with increasingly responsible supervisory and management responsibilities. A proven track record in problem solving and analysis of accounting, fiscal and data processing systems is essential. Depending upon the needs of the City, CPA license in accordance with F.S.S.473.308 may be required. Valid Driver's license.

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