

CONTROLLER

Department:	Finance	Location:	Administrative Office
Grade/Classification:	16	Date:	8/2026

SUMMARY/OBJECTIVE:

The Controller is responsible for the accounting and financial operations of the District, including maintaining financial records, organizing, and preparing the annual budget, managing computerized accounting system, administering district-wide investment program, overseeing financial controls, monitoring expenditures and cash flow, payroll, receivables, financial reporting, and compliance.

ESSENTIAL JOB FUNCTIONS:

Ability to effectively and responsibly manage the Finance Department and its staff.

Ability to proficiently operate Microsoft Suite, accounting, scheduling, database, payroll, and financial software.

Ability to develop and present oral and written reports.

Ability to effectively interact with program managers in a professional and positive manner while effecting meaningful outcomes for the District.

Ability to analyze, interpret, and present accounting and fiscal data and reports of findings and recommendations to multiple audiences.

Ability to function under pressure and meet deadlines while maintaining a positive and supportive communication style.

Ability to oversee and run the Finance Committee and the Investment Committee as well as associated meetings.

EXAMPLES OF WORK PERFORMED:

- Manage and direct the development, implementation, and maintenance of the Department's accounting, internal control, and financial reporting policies, procedures, activities, and performance measures in accordance with applicable laws, rules, and regulations.
- Oversee monthly and yearly accounting close processes including journal entries, account reconciliations, and analytical review of operating results to ensure accurate accounting records are maintained.
- Ensure timely and accurate compliance with all relevant accounting standards and internal, external, and contract expenditure and reporting requirements. Oversee the development of financial accounting and reporting systems to support compliance.
- Direct and oversee the preparation of all financial statements, including income statements, balance sheets, and cash flow statements for CSWD, and any fiduciary activities.
- Manages the operation of the financial accounting computerized software system for all accounting functions including general ledger, cash, journals, payroll, accounts receivable, accounts payable, and fixed assets.
- Manages the District's cash flow and assures timely and orderly processing of receipts billing and paying expenditures. Establishes and oversees a system for the proper examination of statements and invoices.
- Oversees the preparation of payroll and submission of applicable taxes. Assesses periodic aged accounts receivable reports and implements procedures to ensure timely collection of past due receivables. Supervises the collection and deposit of District monies.
- Develops and oversees the financial management systems and techniques for all departments and subprograms including all necessary allocation tables.
- Provides a detailed analysis of contracts and procurement procedures to ensure compliance and identify areas of improvement.
- Research, bids, and recommends the purchase any upgrades, additions, or new systems. Assures that all finance staff are properly trained to utilize the system and all District managers are trained to access the system for required information.
- Reviews monthly, quarterly, and yearly tax forms.
- Submits and tracks reimbursement requests to external parties including grant submissions.
- Performs various reconciliation tasks ensuring the integrity and security of financial data files.

- Makes frequent contact with all departments, relevant state and federal officials, auditors, financial advisors, bankers, contractors, and the general public requiring courtesy and tact.
- Responsible for all treasury and cash management functions, including cash management policy, investment policy, line of credit authorization, leasing opportunities, and developing and maintaining contracts and positive business relationships with local and regional banks.
- Assists all departments as an accounting advisor.
- Reports to the Board of Commissioners on financial matters, as requested and prepares periodic Board reports.
- Compiles and submits mandated reports to state and federal agencies.
- Prepares annual statements, disbursements, and receipts include the preparation of balance sheets at end of the fiscal year. Prepares annual statement of outstanding debt.
- Contracts and manages annual audit.
- Coordinates the preparation and implementation of the annual budget. Responsible for the accuracy of all data. Coordinates and verifies the budget monitoring system including periodic reports and year-end projections.
- Develops Finance budget and assists department managers in the development of their department budget.
- Develops or coordinates the development of financial procedures. Conducts analysis of cost-effective approaches to CSWD site management and establishes procedures and process for financial interactions with all CSWD operations.

Other

- Manages the finance program staff, including employee performance, provides guidance, and develops and supports team members.
- Performs duties of Finance staff, as necessary, in their absence.
- Performs other duties as assigned.
- Errors could be costly in terms of mismanagement of funds, financial records, or investments and could result in confusion and delay, adverse public relations, legal repercussions, a decreased level of services, and excessive costs for service delivery.

COMPETENCY:

Someone in this role must be able to:

- Maintain strong analytical and communication skills, both written and orally, and make effective presentations.
- Maintain knowledge of governmental (fund balance) accounting principles and practices plus an understanding of general accounting practices and standards, including generally accepted principles for state and local governments.
- Stay up to date on auditing and audit report development and presentation as well as budget development, functions, processing, and monitoring.
- Stay up to date on the organization and operations of municipal government and of applicable laws governing municipal finance and general finance in Vermont.
- Perform highly responsible duties requiring independent judgment in planning, organizing, and managing the District's finances.
- Perform a variety of complex and highly responsible duties in ensuring that all municipal transactions conform to law and to sound generally acceptable municipal accounting procedures.
- Advise Executive Director, Board of Commissioners, program managers, and staff on such issues as accounting procedures, internal control, financial reports, financial information system technologies, and borrowing procedures.
- Responsibly maintain access to extensive amounts of confidential information including personnel records, bid proposals, and negotiating positions.
- Adhere to District personnel rules & regulations, safety procedures, and other facility documents.
- Support the District mission while demonstrating District values.
- Manage employees.

WORKING CONDITIONS:

- Minimal physical effort required to perform duties under typical office working conditions.

SUPERVISORY CHARACTERISTICS:

Works under the administrative direction of the Executive Director with duties and responsibilities as defined by state law, District policies, and established professional standards.

Supervises three full-time employees.

RECOMMENDED EDUCATION AND EXPERIENCE:

Master's degree in Accounting, with seven years' accounting experience (governmental accounting preferred) in a progressively responsible capacity including three years of supervisory experience.

OR

Bachelor's Degree with ten years of experience; or any equivalent combination of education or experience.

Disclaimer: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, and requirements.