

**Idaho Judicial Branch  
Position Description**

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<b>Position Title:</b>	Controller
<b>Effective Date:</b>	October 2019
<b>Salary Grade/Range:</b>	Grade 17/ \$67,685 - \$97,000
<b>FLSA Status:</b>	Exempt - Professional
<b>EEO Category:</b>	Professional

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**General Position Summary:**

The Controller is responsible for conducting complex financial analysis and providing advice and guidance to management regarding finance and accounting policies and procedures. The Controller must have solid communication, technology, analytical and management skills. Candidates should possess knowledge of all aspects of general accepted accounting principles (GAAP). This position is responsible for supervising a staff of accountants and financial specialists. The position works under the direction of the Director of Finance and Operations.

**Major Duties and Responsibilities:**

- Supervises the day-to-day operations of the accounting function, reviewing and approving accounting operations such as accounts payable, purchasing cards, accounts receivable, grant accounting, travel expenses and journal entries;
- Prepares complex financial documents, plans and reviews financial operations, and handles difficult or sensitive financial matters;
- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures;
- Develops, recommends, and implements financial and accounting policies, procedures, and systems;
- Protects assets by establishing, monitoring, and enforcing internal controls;
- Ensures financial systems and documents are in compliance with laws, policies, standards, and regulations with generally accepted accounting principles and practices;
- Complies with federal, state, and local requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions;
- Researches technical accounting issues ensuring compliancy;
- Provides technical advice related to accounting standards and pronouncements, including Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), and Financial Accounting Standards Board (FASB);
- Reviews court expenditures for adherence to applicable policies and governing guidelines;
- Achieves budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions;
- Supports month-end and year-end closing processes and account reconciliations;
- Conducts financial reporting and analysis such as budget to actual, revenue analysis, trial court financing, annual report, monthly financial statements, usage reporting, travel reports, and staffing reports;

- In conjunction with the Director of Finance, establishes financial and operational benchmarks, budgets, program monitoring, and reporting standards on a bi-weekly, monthly, and annual basis;
- Performs detailed reviews of accounting reconciliations and reports;
- Supports budget process by assisting with variance analysis and financial forecasting as needed;
- Assists in validating budget software reporting;
- Researches and analyzes financial data, fluctuations, and variances;
- Recommends and resolves complex and technical financial and accounting issues;
- Oversees the state accounting system, including account structure and setup, accounting adjustments, and system processes;
- Assists with proper expenditure coding, document preparation, and other accounting related activities;
- Provides oversight and ensures compliance with grant program requirements;
- Provides oversight and ensures compliance with state conservatorship and Guardian ad Litem (CASA) programs;
- Tracks and monitors restricted fund expenditures;
- Assists with the establishment of cash reserves policies and their ongoing monitoring;
- Understands and identifies accounting system software needs and provides recommendations to address business processes and develop efficiencies;
- Presents financial information in a manner that is easily understood;
- Explains policies, regulations, or governmental rule interpretations to others;
- Prepares month end closing documents and annual closing package reports;
- Provides annual audit support and acts as liaison to independent auditors, prepares financial statements, and reviews workpaper support and reconciliations;
- Assists with oversight of pension plans fund analysis and actuarial reports;
- Supports internal policy and contract management systems;
- Mentors, coaches, evaluates, and assists with training and development of staff.

### **Minimum Qualifications:**

#### *Education and Experience:*

- Bachelor's degree in Accounting, Finance or a related field;
- Seven years of professional accounting experience;
- Three years of supervisory experience;
- Certified Public Accountant preferred;
- Governmental accounting experience preferred.

#### *Knowledge, Skills, and Abilities:*

- Thorough knowledge of accounting principles and standards (GAAP, GASB, FASB)
- Knowledge of pertinent federal state and local laws, codes, and regulations;
- Knowledge of financial research and reporting methods, techniques, and procedures;

- Knowledge of automated financial management systems and software;
- Knowledge of supervisory practices and procedures;
- Knowledge of internal controls and the COSO framework;
- Knowledge of workpaper development and referencing;
- Knowledge of the Idaho STARS accounting and reporting system;
- Skill in applying generally accepted accounting principles and practices;
- Skill in performing complex account reconciliations;
- Skill in researching, analyzing, and evaluating complex financial data;
- Skill in ensuring the work of staff is completed accurately;
- Aptitude for numbers and quantitative skills;
- Aptitude to look for opportunities to improve reporting and add value to the organization;
- Ability to be innovative and identify and develop efficiencies;
- Understanding of financial accounting functions and processes;
- Ability to think strategically and analytically;
- Ability to use advanced computer skills in Microsoft Office products, specifically Excel;
- Ability to supervise accounting staff;
- Ability to identify and develop business process and policy;
- Ability to organize work to meet multiple deadlines;
- Ability to prepare and present complex information in a clear and understandable manner;
- Ability to create and maintain effective working relationships with members of the judiciary as well as other court stakeholders;
- Ability to analyze and provide possible solutions to complex problems;
- Ability to work independently;
- Ability to maintain confidentiality.

The Idaho Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major duties and responsibilities of the position.

### **Application Instructions**

If interested in being considered for this position, please complete the employment application located on our website at [www.isc.idaho.gov/careers](http://www.isc.idaho.gov/careers) and submit it, along with your cover letter and résumé to [hr@idcourts.net](mailto:hr@idcourts.net) or to the Human Resource Office, Idaho Supreme Court, P.O. Box 83720, Boise, ID 83720-0101. ***Application materials must be received by 5:00 pm, MDT, Thursday, October 16, 2019.***

The Idaho Judiciary is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.