

MARSHALL MUNICIPAL UTILITIES

ADMINISTRATIVE SERVICES DEPARTMENT

JOB DESCRIPTION

Revised 07/18

TITLE: Controller

JOB LOCATION: 75 E. Morgan, Marshall, MO

NORMAL WORK SCHEDULE: 7:00 a.m. to 4:00 p.m., Monday-Friday. Includes after-hours and weekend duty during emergencies, for meetings, and as necessary to accomplish priority work.

BASIC DESCRIPTION OF WORK: Supervises the operation of the finance/accounting office and purchasing.

This job requires the following education and/or experience:

- College degree in business or accounting
- Ten years experience in public accounting and/or business office operations, preferably in a city or utility operation
- Two years experience in a supervisory capacity

This job requires the following,

- (1) at the time of hire:
 - a. Registration as a Certified Public Accountant or equivalent
 - b. Valid Missouri Class F Driver's License
 - c. Telephone (landline at residence or cellular)
 - d. Strong knowledge of Microsoft Office software, including Word and Excel
- (2) obtained on the job:
 - a. Residency within or in close proximity to Marshall

PRIMARY DUTIES OF JOB: Under minimum supervision, oversees the work functions, morale, planning, training, scheduling and progress of all employees in the Utility accounting and purchasing areas. Keeps abreast of current policies, laws and regulations concerning payroll, business and financial matters and institutes necessary actions to keep operations within compliance. Provides customer and industrial consultation, writes certain business correspondence and prepares budgets and long-range plans. Monitors the income and expenses of the Utility businesses and offers advice and recommendations aimed at minimizing costs while maximizing quality of service. Coordinates with other Department Heads on purchasing and other policies. Plans, purchases and coordinates supplies and equipment needs with warehouse and purchasing personnel. Makes investments and performs internal audits. Develops new programs, rates, budgeting and quality control. Evaluates employee performance and takes disciplinary action as necessary. Enforces safety rules.

SECONDARY DUTIES OF JOB: Files a variety of government reports and maintains departmental records. Participates in the selection and acquisition of various utility insurance coverage. Holds fiduciary responsibility for MMU's 457G retirement plan. Acts as Custodian of Records for MMU as it pertains to Missouri's Sunshine Law. Keeps necessary business and personnel records as may be required. Represents the Utilities at meetings. May be assigned work in conjunction with other departments. May be assigned to act as the Utility liaison with outside consultants working on business/financial projects. May assume other duties as assigned.

To do this job you must be able to:

Function with rapport regarding suppliers, engineers, contractors, the general public, employees of MMU and management
Communicate effectively, in English, verbally in person and by telephone/radio, and through written material including correspondence, policy statements and agreements
Read and understand maps, blueprints, and easements
Inspect accuracy of data from various metering devices and other electrical equipment and troubleshoot same
Visually read accurately graphs, maps, data from meters/counters, instruments, charts and screens
Apply basic math skills such as averages, greater than, less than
Instruct employees in the safe and proper use and care of equipment and tools
Project a positive image of MMU at meetings.
Operate, understand and manipulate computer files
Wear standard safety equipment including hard hat and eye and ear protection
Work safely alone and with others in a compatible manner

PHYSICAL DEMANDS:

- 1) Lift 20 pounds
- 2) Travel by automobile and public transportation to meetings at various locations

ENVIRONMENTAL CONDITIONS: Normally an office environment.

SUPERVISION RECEIVED: Works under the general supervision of the General Manager or other as assigned. Acts upon direction as the delegated Treasurer and Recording Secretary to the Board of Public Works.

SUPERVISION GIVEN: Provides direct supervision to the Accounting Associate/Secretaries and to the Purchasing Agent. Oversees work done by outside contractors. May be assigned other employees.