

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 20 day of Feb., 2024

Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek the Board resolves as follows:

To approve the changes to the **job description and salary range of one (1) position in the Clerk's Office**




**One (1), Controller;** pay grade: undetermined; position control number 001 201 463, FLSA: Exempt

To

**One (1), Controller;** pay grade 17: \$97,760.00 - \$134,908.80; position control number 001 201 463, FLSA: Exempt

Job description is attached

- Motion Carried Unanimously
- Motion Carried/Split Vote Below
- Motion Defeated/Split Vote Below

	Yes	No	Not Vote
 Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Brad Holton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Zach Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: RICK HOGABOAM, CLERK

  
Deputy Clerk

Date: 2-20-24

24-031



# Controller

**Department:** Clerk/Auditor/Recorder  
**FLSA Designation:** Exempt

**Effective Date:** 2/20/2024

## **General Statement of Duties**

Plans, organizes, implements and coordinates the accounting systems for Canyon County; performs related work as required.

## **Classification Summary**

The principal function of an employee in this class is to plan, organize, implement and coordinate the central accounting systems, subsystems, and other financial controls; directs accounting, budgeting and financial management activities for Canyon County; County liaison for the annual audit. The work is performed under the supervision of the County Clerk, but considerable latitude is granted for the exercise of discretion, independent judgment and initiative with respect to matters of significance. This position provides direct supervision for Accountant and Auditing Supervisor and indirect supervision through subordinate supervisors. The principal duties of this class are performed in a general office environment.

## **Examples of Work (Illustrative Only)**

### **Essential Duties and Responsibilities**

- Plans, develops, organizes, implements and directs a central accounting system and sub-systems, with internal controls for the county and its agencies in a manner consistent with legal requirements and with generally accepted accounting practices and principles, including those promulgated by the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP);
- Responsible for assisting and coordinating with all County departments in the review of financial projections, internal controls and monitoring, budget proposals, cash flow and financial administration and reporting;
- Provides Clerk/Auditor/Recorder and the Board of County Commissioners with timely and informative financial reports, statements, special internal management studies, and other administrative information;
- Prepares the Annual Comprehensive Financial Report (ACFR) in accordance with GAAP and GASB pronouncements and ensures continued Certification of Excellence for Financial Reporting status for the County through compliance with changing standards;
- Forecasts revenue and fund balances, analyzing results, and making reports and recommendations to elected officials;
- Works with Clerk/Auditor/Recorder and the Chief Deputy to analyze forecast results and determine the appropriate response;
- Ensures that state and federal laws and requirements relating to accounting, finances, grant awards and budgeting are complied with;
- Keeps abreast of new fiscal concepts and techniques and recommends appropriate changes in terms of the accounting system and/or data processing applications;
- Assures accurate accounting for and costing of assets;
- Makes recommendations on payroll accounting policies and procedure to ensure that they are designed and maintained in a manner consistent with good internal control and financial management principles;
- Coordinates and fiscally administers and/or monitors bonded debt and lease revenue debt;
- Develops annual Canyon County budget for County Budget Officer (the Clerk/Auditor/Recorder);
- Maintains countywide budget documentation;
- Serves as a technical and administrative advisor to department heads on fiscal and administrative procedures, problems, and other financial matters;
- Supervises Accountant and Auditing Supervisor;
- Makes recommendations regarding fiscal policies, procedures, and problems;
- Directs and monitors the Tax Roll function in the Auditor's Office;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

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

#### **Knowledge of:**

- Accounting, auditing, and budgeting theory, principles, techniques, and procedures;
- The standards, techniques and principles of the (GASB) and (GAAP);
- The general laws and administrative policies governing County financial practices and procedures;
- The principles of budget preparation and control;
- Internal control procedures;
- The principles of management and supervision;
- The general principles and methodology of business management functions;

#### **Ability to:**

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Plan, develop, monitor and manage accounting, budgeting and financial procedures, controls and systems in diversified funded, multi-program agencies;
- Analyze and make sound recommendations relating to complex financial, business, budget, and administrative matters;
- Establish and maintain effective working relations with other employees at all levels, to include the county's contracted outside accounting firm;
- Prepare complete complex financial statements;
- Supervise and evaluate the work of others;
- Communicate effectively verbally and in writing;
- Produce accurate and timely information.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required and Bachelor's degree in accounting, finance, public administration, business management or a related field is preferred; and
- Ten (10) years progressive responsibility in a corporate or municipal (agency level or higher) environment is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Professional certification as a Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO) or Certified Government Financial Manager (CGFM) preferred, but not required;
- Knowledge of tax roll procedures and government accounting procedures;
- Must successfully complete a background investigation.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with the public and other employees on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written instructions and review, evaluate, and prepare a variety of written/typed documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, which permits the employee to lift up to 20 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.

**EOE Statement**

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.



# Rick Hogaboam

Canyon County Clerk of the District Court  
Ex-Officio Auditor and Recorder



"Serving all of Canyon County in an efficient, accurate and friendly manner"

**TO:** Board of County Commissioners  
**FROM:** Rick Hogaboam  
**DATE:** February 15, 2024  
**SUBJECT:** **Action Item:** Job Description Update and Salary Range for Controller (Reviewed by Kendra Elgin and Bosco Baldwin)

### Background Summary:

- The Controller position has technically remained vacant as a funded PCN, as the prior Controller technically occupied the position as Chief Deputy Clerk (with the controller function assigned within that job grade).

### Reason for Change:

- The Controller position needed to be reassessed for both its paygrade and job description. This updated change reflects a recommendation from HR for a new assigned grade. The job description was also updated.

### Funding/Project Costs:

- The current PCN 463 is being updated in its assigned grade to a Grade 17. The current approved budget for the vacant PCN is \$82,783 (\$85,266.49 with the 3% adjustment applied). The updated range would be \$97,760-\$134,908.80
- Please note that PCN 512 for the Chief Deputy Clerk position is also vacant and currently funded at \$134,556 (\$138,592.68 with the 3% adjustment applied).

### Recommendation:

I recommend that the Controller position be updated as proposed. The plan is to fund this anticipated increase in the Controller grade by reducing the grade for the Chief Deputy position. The Chief Deputy position will eventually be filled at a reduced salary range and not include controller duties.

### Attachments:

Exhibit A - Job Description  
Exhibit B - Resolution

Respectfully,

Rick Hogaboam

RECEIVED

FEB 15 2024

CANYON COUNTY  
COMMISSIONERS