Controller Job Description

JD - 140

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| Job Title: | Controller |
| Department: | Financial Services | Pay Grade Level: | 31 |
| Reports To: | General Manager | Classification | Exempt |

**POSITION SUMMARY:**

The Controller is responsible for providing historical and projected financial information about the District’s activities that will assist the General Manager, the Board of Directors, and other key stakeholders in making decisions about the District’s financial and operational activities and it’s future. This position establishes the District’s financial status by assisting in the development and implementation of systems for collecting, analyzing, verifying, forecasting, engaging in cost reduction analysis, and reporting financial information.

Sustains the District’s brand strategy and promotes ***The*** ***Brushy Creek Life.***

**ESSENTIAL JOB FUNCTIONS:**

1. Oversees the District’s financial transaction processing systems, e.g., accounting, budgeting, financial statement preparation, and financial planning.
2. Provides proactive expert guidance and support to the General Manager and Board of Directors concerning the District’s financial and organizational risks.
3. Ensures compliance with District policies, standard operating procedures, best practices, and all applicable federal, state, and local regulations for all of the District’s activities, as well as Government Accounting Standards Board (GASB) principles and Generally Accepted Accounting Principles (GAAP).
4. Plans, coordinates, and controls the District’s accounting system, implement cash management techniques, and negotiate various contracts for the District.
5. Reviews and evaluates various reports and documentation for completeness, accuracy, and adherence to established District goals and objectives. e.g., annual audit, annual budget, quarterly financial reports, utility billing, general ledgers, payroll records, and purchase requisitions.
6. Manages the District’s investment advisors and coordinates activities of the District’s investment officers in accordance with the Investment Policy.
7. Coordinates the bond issuance and refunding process to include analysis of cash flows to determine timing and bond issuance amount, evaluations of refunding opportunities, analysis of alternate financing structures, timelines, and financial soundness.
8. Directs risk management functions and grant administration for various state and federal grants.
9. Maintains and monitors cost, expenditures, capital outlay, and department budgets for continuing adherence to establish budgetary constraints and administrative objectives.
10. Establishes and maintains a controlled environment to protect District’s assets. Ensures the District’s fixed assets are correctly labeled, recorded, accounted for, and periodically audited.
11. Monitors the use of purchasing and expenditure authority in accordance with the Safekeeping of District funds order.
12. Responsible for recruitment, hiring, and performance management of team members to ensure the quality of work performed.
13. Recommends and coordinates operational best practices, including developing, designing, and improving internal control systems.
14. Participates in District Finance Committee meetings, Board meetings, Town Hall meetings, District events, and other events as directed.
15. Leverages the District’s accounting software to facilitate reporting and efficiency, including interoperability with other District software systems.
16. Oversees and supports the District’s payroll functions, ensuring all calculations of wages, tax withholdings, and statutory and supplemental benefits are processed accurately, error-free, and timely.
17. Oversees the District’s financial transactions and purchasing systems, ensuring accuracy and completeness of information, e.g., purchase orders, invoices, pay applications, reimbursements, and refunds.
18. Develops various reports and documentation, ensuring completeness, accuracy, and adherence to District policies. e.g., annual audit, annual budget, quarterly financial reports, utility billing, general ledgers, payroll records, and purchase requisitions.
19. Adheres to the District’s recycling management program, including policies, procedures, and best practices.
20. Interacts and engages with customers at all levels to keep track of customer journeys, and to keep fine-tuning the customers’ experiences to build and sustain brand loyalty to *The Brushy Creek Life*.
21. Perform all other duties as assigned.

**EDUCATION:**

Bachelor’s degree in Finance, Accounting, Business Administration, or related field required.

Master of Business Administration or Maters of Public Administration preferred.

**REQUIRED SKILLS:**

* Proficient with Microsoft Office Suite or related software.
* Effective verbal and written communication skills.
* Excellent accuracy and attention to details.
* Thorough knowledge of budget development, implantation, and administration principles and procedures.
* Thorough knowledge and understanding of cash management, pension, investments, and modern banking relationships.
* Ability to develop routine and non-routine comprehensive fiscal reports.
* Strong ability to work as an individual but within the framework of a team.
* Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

**PREFERRED SKILLS:**

* Certified Public Accountant or Certified Management Accountant designation.
* 5 years of experience managing administrative functions in governmental entities or in not-for-profit organization.
* 10 years of experience managing the finance function in governmental entities or in not-for profit organization.
* Grant Management knowledge.
* Comprehensive knowledge and understanding of the principles and practices of governmental administration in relation to accounting, purchasing, financial reporting, and Generally Accepted Auditing Standards.
* Comprehensive knowledge of Texas Laws, including Procurement, as they relate to municipal government operations.
* Exceptional Customer Service relationship techniques.

**SUPERVISION:**

This position will provide leadership to the Accounting, Finance, Purchasing and Utility Billing functions.

**WORKING CONDITIONS:**

Work is performed in an office environment primarily indoors with limited exposures to hazardous chemicals, wet surfaces, extreme temperatures, infectious diseases and blood borne pathogens; is subject to being stationary, standing, bending and reaching for extended periods of time; and must be able to safely move objects weighing up to twenty-five (25) pounds.

**LIMITATIONS AND DISCLAIMER:**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related requirements and to perform other job-related duties requested by Brushy Creek Municipal Utility Department in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

I have read and understand the duties and responsibilities for which I am responsible. I am able to perform the essential job functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

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| Employee Signature |  | Date |
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| Company Representative Signature |  | Date |

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| **Written/Revised** | **Summary of Change** | **Approved By** |
| 01.18.2023 | Original job description.  | BOD:  |
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