



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Assistant Controller-Component Units	LAST UPDATED:	06/17/2015
DEPARTMENT:	Finance	JOB CLASS:	
REPORTS TO:	Assistant Finance Director	FLSA DESIGNATION:	Exempt

Summary: Under general direction of the Assistant Finance Director, prepares, tracks and monitors accounts and annual budget for the City Component Units. Prepares monthly financial reports, performs general ledger analysis, reconciliation of accounts, tracks costs and expenditures of capital projects and authorizes payment of accounts. Presents financial reports to Component Unit Boards.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Monitors budgetary expenditures for the component units in compliance with all applicable Federal, State and City rules, regulations and ordinances.
- Develops and administers budgets for component units.
- Oversees cash management and cash flow forecasting for the component units. Serves as backup administrator for the banking security system.
- Oversees debt management for the component units, including maintaining the debt service schedule subsidiary ledgers and calculating bond reserve requirements each year..
- Reviews and approves all requests for payment for the component units.
- Prepares monthly budget reports and trial balances, including required journal entries.
- Prepares monthly FEDC and FCDC financial reports for board review and presents these reports to each board
- Prepares annual FEDC and FCDC state mandated reports and submits filings to the State.
- Tracks costs and budgeted amounts of capital projects and ensures proper funding of projects for the component units.
- Assists FEDC staff with performance agreement financial review for reasonableness and reviews compliance and tracking of each agreement throughout the life of the agreement to be sure that objectives are met to pay incentives.
- Manages special agreements and third party leases of the component units.
- Analyzes third part lease financial reports on a periodic basis.

Other Important Duties:

- Assists component unit boards and staff with planning and monitoring of budgetary expenditures.
- Travels to attend meetings, conferences and training.
- Regular and consistent attendance at all regular and special called Component Unit Board meetings is essential.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Standards related to municipal budgetary administration and program development.
- Knowledge of preparation and development of the Comprehensive Annual Financial Report.

- Knowledge of accounts payable, accounts receivable, financial reporting and complex general ledger systems.
- Knowledge of computers and related equipment, hardware and software for development and tracking of financial information.
- Knowledge of cash management practices and principles.
- Knowledge of municipal audit practices and procedures.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in developing, implementing and enforcing municipal budgetary regulations, practices and procedures.
- Skill in tracking, monitoring, and reviewing payroll calculations and related reports.
- Skill in negotiating, mediating and resolving differences in municipal auditing practices, implementing corrective measures based on audit findings, and presenting alternatives to accounting procedures to best meet the City departmental budgetary needs.
- Skill in monitoring and managing the City's portfolio, which includes multiple bank accounts and funding sources and banking relations.
- Skill in planning, developing and implementing departmental procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in use of computer software packages such as Microsoft Word and Excel.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Accounting, Public Finance or related field **and** five (5) years professional governmental accounting experience **and** CPA designation, **or** Bachelor's Degree in Accounting, Finance or related field and seven (7) years of professional governmental accounting experience, **or** equivalent combination of education and experience.
- Certified Public Accountant or Master's Degree preferred.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess State of Texas Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of intense concentration in the review of fiscal and accounting reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and general ledgers.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, and standard office equipment.

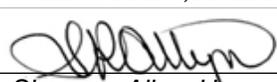
Approved By:

Signed by Jennifer Hundt, Assistant Finance Director

 Jennifer Hundt, Assistant Finance Director

06/24/2015

 Date



 Shannon Allyn, Human Resources Generalist

06/17/2015

 Date