



**JOB TITLE:** Controller/AVP of Finance  
**DEPARTMENT:** Finance  
**REPORTS TO:** CFO/VP of Finance  
**LOCATION:** Lewisville, Texas  
**SALARY RANGE:** DOQ (\$106,289.00 - \$132,861.00 annually)

**LAST REVISION DATE:** 03/2022  
**FLSA:** Exempt, Full-time  
**EEO:** Professional

**STAFF:** Accounting Manager, Finance Assistant  
**2<sup>nd</sup> TIER:** Accountant II, Accounts Payable Coordinator

### **PURPOSE OF JOB**

The position is responsible for directing, coordinating, and supervising financial reporting, accounting, payroll, and related activities and ensuring appropriate internal controls and compliance with local, state, and federal regulatory requirements. Exercises considerable independent judgment in performing these activities.

### **ESSENTIAL FUNCTIONS**

1. Develop the Annual Comprehensive Financial Report and the Report on Federal Awards in accordance with all Federal requirements on a timely basis to comply with external reporting deadlines of Government Finance Officers Association (GFOA) and federal and state agencies.
2. Prepare the Annual Comprehensive Financial Report to a standard that obtains the Certificate of Achievement for Excellence in Financial Reporting from GFOA.
3. Ensure that accounting activities are conducted and reported in accordance with Generally Accepted Accounting Principles (GAAP) and that DCTA's financial reporting complies with Governmental Accounting Standards Board (GASB) requirements and DCTA policies.
4. Act as liaison to external auditors and federal and state agency auditors in the examination of DCTA's financial records and ensure the timely completion of accurate schedules and work papers to meet the agreed upon delivery dates.
5. Direct Accounting Manager on accounting and staff related issues; Finance Assistant on administrative associated duties.
6. Serve as backup to CFO/VP of Finance for departmental purchase order approval and various miscellaneous expenditures on P-Cards, and other duties as assigned.
7. Review balance sheet reconciliations and perform related analysis and allocation calculations.
8. Review weekly accounts payable batches, sign checks and wire coversheets, and ensure second approval obtained as required.
9. Post banking transactions to include wires and transfers as well as establish and maintain staff online access.
10. Manage cash and investment balances to comply with DCTA Investment Policy and Public Funds Investment Act (PFIA) guidelines; serve as designee for Investment Officer function and assist with investment purchases as needed.
11. Approve grant accounting drawdowns and related tasks.
12. Provide oversight review and approval of payroll and related reconciliations.
13. Periodically review and approve journal entries, accounts payable entries, accounts receivable entries and bank reconciliations.
14. Review and analyze monthly financial statements and prepare written variance explanations for distribution to the Board of Directors.
15. Compile financial information for use in the National Transit Database Reporting and coordinate with auditors for submission.

16. Serve as Finance liaison in projects with other DCTA departments and third-party contractors.
17. Review financial reports for other DCTA staff using DCTA's financial software and COGNOS report writing software.
18. Manage Finance department software upgrades or implementations as well as related staff access in conjunction with the Information Technology department.
19. Ensure that written accounting policies exist and are updated to provide for strong internal controls to allow for safeguarding of DCTA's assets, accurate and timely reporting of financial data, and the early detection of errors and omissions. Review and analyze agency accounting procedures for conformance with laws, regulations and accepted accounting practice and recommend improvements to ensure compliance.
20. Assist in the preparation and review of Official Statements for bond issuance.
21. Responsible for recruiting, supervising and maintaining a well-trained and skilled staff.
22. Perform other duties or projects of similar nature and level as assigned.

### **REQUIREMENTS TO PERFORM WORK**

#### **Education & Experience:** (Any equivalent combination of education and experience)

- Bachelor's degree in Business Administration or related field with special emphasis in accounting. Master's degree preferred.
- Seven (7) years progressively responsible experience in governmental accounting (local government experience preferred), with minimum of two (2) years of supervisory experience.
- Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO) designation required.

***Special Requirements:*** Hold a current valid Texas Driver's License, or be able to obtain one upon entry into the position.

#### **Knowledge of:**

- Directly responsible for preparation of Comprehensive Annual Financial Report in previous position(s).
- Extensive knowledge of governmental fund reporting, and accounting principles, rules and regulations (GASB, GAAP).
- Microsoft Office suite including Word, Outlook, PowerPoint; intermediate Excel skills required.
- Experience with Superior ONESolution Finance and/or COGNOS report writing software highly preferred.
- Knowledge of UKG/Kronos payroll system preferred.
- Knowledge of 1099-misc reporting required.

#### **Ability to:**

- Display positive interpersonal skills to include tact, listening, stewardship, building community, and foresight.
- Demonstrate a professional level of expertise and high level of discretion and judgment in execution of duties.
- Work independently to perform a variety of functions and manage multiple projects at one time while working in a dynamic environment with changing priorities to meet established deadlines.
- Act responsibly and ethically when working with sensitive financial information.
- Be adept in oral and written communications in a proactive manner.
- Establish cooperative working relationships and communicate effectively and sensitively with staff, as well as internal and external customers.
- Think independently and provide self-direction, solve various problems, and make informed rational decisions.
- Capacity for high-level detail in review and reconciliation functions.
- Exhibit strong problem-solving skills and exceptional customer service orientation.

**The ideal candidate will:**

- Foster a culture that values critical thinking, good judgement and problem solving, as well as encourages constructive feedback, engagement, inclusion, and diversity at all levels.
- Display strong and compassionate leadership skills to assigned staff and all of DCTA affiliates.
- Hold the ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and with whom they interact. Interested in partaking and/or leading in group development and team building activities.
- Be open to collaborate and work in a team-oriented and helping environment.
- Possess an influential and welcoming communication style.

**PHYSICAL ACTIVITIES**

Physical activities include, but are not limited to: on a continuous basis, sitting at a desk for long periods of time; researching information both in written form and on the computer; using a computer and monitor for long periods of time; intermittently twisting and reaching office equipment; writing or using keyboard to communicate through written means; lifting light weight; reaching above the waist, and reaching below the waist; repetitive motion and fingering when using computer keyboard; and talking and hearing when dealing with internal and external customers. The essential functions of this position require the daily use of a computer, telephone, and calculator. The essential functions of this position are performed in an office environment.

**Additional perks and benefits that accompany full-time employment with DCTA:**

- Telecommuting options available, if suitable for your position.
- Flexible office hours are permitted, given a regular 8-hour workday that brackets the agency's core hours from 9:00am – 4:00pm (i.e. 7:30 am to 4:30pm, or 9:00am to 6:00pm). These flex hours are coordinated with your supervisor.
- One 8-hour paid day off for your birthday.
- Employee portions of Medical and Dental benefits are 100% paid by the employer.
- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
  - Texas Municipal Retirement System (TMRS)
  - Employees Retirement System (ERS)
  - Judicial Retirement System of Texas (JRS)
  - Teacher Retirement System of Texas (TRS)
  - City of Austin Employees Retirement System (COAERS)
- Expanding time-off accruals: 12 days of vacation time accrued for the first year, increasing by one day each year, with a max of 17 days annually. Additionally, employees earn 12 days of sick time each year, 1 personal day, 2 floating holidays, 1 birthday, 8 fixed holidays, and the ability to earn two additional days off through the Wellness Program.
- Regional passes (bus and rail) for you and your immediate family.
- DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up.
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.).
- Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, the potential to earn two extra days off each year, and continual efforts to improve wellness throughout the agency.