

JOB TITLE: Controller
DEPARTMENT: Finance
REPORTS TO: CFO/VP of Finance
SALARY GRADE: 107
SALARY RANGE: DOQ (\$96,829 - \$109,605 annually)

LAST REVISION DATE: 07/2018
FLSA: Exempt
EEO: Professional

STAFF: Senior Accountant, Accountant I

PURPOSE OF JOB

The position reports to the Chief Financial Officer and 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 Comprehensive Annual Financial Report (CAFR) 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 CAFR 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. Ensure compliance with financial reporting requirements of Federal and State agencies
5. 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
6. Direct staff in Financial Reporting, Payroll, Accounts Payable, Accounts Receivable, Grant accounting, Fixed Assets, Cash Management and Bank Reconciliation functions to ensure timely, efficient and accurate processing and reporting of transactions
7. Review and approve journal entries, accounts payable entries, accounts receivable entries and bank reconciliation documents
8. Maintain balance sheet reconciliations and perform related analysis and allocation calculations
9. Review and analyze monthly financial statements and prepare written variance explanations for distribution to the Board of Directors
10. Assist in preparing financial reports for other DCTA staff using DCTA's financial software and COGNOS report writing software
11. Prepare and distribute monthly department financial statements to managers and assist in analysis
12. Oversight review of Payroll and related reconciliations
13. 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

14. Assist in the preparation and review of Official Statements for bond issuance. Act as Accounting liaison with other DCTA departments and 3rd Party contractors
15. Compile financial information for use in the National Transit Database Reporting
16. Assist in managing the cash and investment balances to comply with DCTA Investment Policy and Public Funds Investment Act (PFIA) guidelines
17. Responsible for recruiting, supervising and maintaining a well-trained and skilled staff
18. 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. Five (5) years progressively responsible experience in governmental accounting (local government experience preferred), with minimum of two (2) years of supervisory experience. Certified Public Accountant (CPA) designation required.

Special Requirements: Hold a current valid Texas Driver's License.

Knowledge of:

- Directly responsible for CAFR preparation in previous position(s)
- Extensive knowledge of governmental fund reporting, and accounting rules and regulations (GASB, GAAP)
- Microsoft Office suite including Word, Excel, Outlook, PowerPoint
- Experience with Superior ONESolution Finance and/or COGNOS report writing software highly preferred

Ability to:

- 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
- Demonstrate a professional level of expertise and high level of discretion and judgment in execution of duties
- Meet deadlines and strict timeframes for processing documents and reports
- Establish cooperative working relationships and communicate effectively and sensitively with all levels of staff, both verbally and in writing
- Exhibit strong problem-solving skills and exceptional customer service orientation

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.