

Job Description

Job Title:	Controller
Department:	Fiscal
Reports to:	Chief Financial Officer
FLSA Status:	Exempt
Approval Date:	June 19, 2019
Review/Revision Date:	June 19, 2019
Salary Range:	\$76,662 - \$114,104
Funding:	Grant
Duration:	Indefinite

ORGANIZATION AND PURPOSE

Workforce Solutions Alamo is a nonprofit organization that serves as the leadership and governing body for the region's workforce development system. Workforce Solutions Alamo is responsible for over \$100 million dollar budget consisting in local, state, and federal funds. Our mission is Working to Strengthen the Alamo regional economy by growing and connecting talent pipelines to employers. We are guided by the core values of Integrity, Excellence, Innovation, Collaboration, and Accountability.

Workforce Solutions Alamo is governed by a 25-member Board of Directors that reflects the diverse constituencies of the regional community: business, economic development, education, labor, community organizations, and government. Our service area includes the counties of Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson.

GENERAL DESCRIPTION

The Controller oversees the complete accounting department and their employees. They will develop accounting policies and procedures. The position will be responsible for teaching new accounting program. The position would make recommendations for changes in process such as cost allocations. They will coordinate with other departments heads and working with the major sub recipients on budgets and billing issues. This position will do the analytical analysis each month to recommend timely adjustments to cost allocation plan and budgets for the large sub recipients. This position will require to attend board and committee meeting and will be responsible for preparing the monthly reports for the various board committees and meetings. Requires minimal supervision and exercises discretion and independent judgment in matters of significance as related to the general business operations of the agency. Regular attendance is required for this position. Performs other relevant duties as assigned.

A position utilizing this classification will be designated as security sensitive, per Vernon's Texas Codes Annotated, Labor Code, Section 301.042.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Department/Function Management

- Prepares the cost allocation plan for the organization.
- Responsible for the Cash Management of the organization.
- Point of contact on all Contracts from Texas Commission and sub recipients' budget and reporting.
- Responsible for closing grants and contracts with sub recipients.
- Responsible for the annual audit and oversees staff role in the audit and provides training for staff to prepare the necessary schedules.
- Working knowledge of reconciling all balance sheet accounts and closed funds monthly.
- Reviews expenditures to ensure budget limits are not exceeded; functions as a consultant on budget matters to agency administrative, supervisory, and technical personnel, when requested.
- Responsible for the monthly closing process from reports, reconciliations of all balance sheet accounts and monthly report to various entities and board reports.
- Works closely and harmoniously with other department personnel and outside agencies.

Staff Management

- Plans, assigns, and supervises the work of the Accounting Manager and the Senior accounting and makes recommendations in job duties of the Fiscal staff.
- Makes appropriate staff assignments and assures deadlines and quality outcomes are met.
- Provides experiences to promote opportunities for career progression within the department.

SUPERVISORY RESPONSIBILITIES

The Controller plans, assigns, and may supervises the work of others and monitors and evaluates job performance in accordance with agency expectations.

GENERAL/ORGANIZATIONAL COMPETENCIES

Quality/Compliance: Achieving a standard of excellence with our work processes and outcomes, honoring WSA policies and all regulatory requirements.

Communication: Balancing listening and talking, speaking, and writing clearly and accurately, influencing others, keeping others informed.

Initiative: Taking ownership of our work, doing what is needed without being asked, following through.

Efficiency: Planning, managing time well, being on time, being cost conscious, thinking of better ways to do things.

<p>Customer Focus: Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer rather than our department or Workforce Solutions Alamo (WSA).</p>
<p>Collegiality/Collaboration: Being helpful, respectful, approachable and team oriented, cooperating with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.</p>
<p>Integrity/Transparency: Upholds social, ethical, and organizational norms and values; firmly adheres to codes of conduct and ethical principles; behaves consistently, and is open, honest, and trustworthy; acts without consideration of personal gain.</p>
<p>Continuous Learning & Self Development: Being receptive to feedback, willing to learn, embracing continuous improvement, proactively investigating new perspectives, approaches, and behaviors.</p>
<p>People Management (for those with direct reports): Setting clear expectations, reviewing progress, providing feedback and guidance, holding people accountable.</p>
<p>Problem Solving: Identifies problems and uses logic, judgment, and data to evaluate alternatives and recommends solutions to achieve the desired organizational goal or outcomes.</p>
<p>Decision Quality: Makes sound decisions that consider objectives, risks, implications, and agency and governmental regulations.</p>

GENERAL QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The selected candidate will expect to attain the appropriate certification provided by the state of Texas on Statewide Procurement Division.

KNOWLEDGE, SKILLS and ABILITIES

- Knowledge of the agency’s Fiscal program, budget controls methods, policies and procedures, and federal, state, and local laws and regulation pertain to financial operations of the agency.
- Knowledge of GAAP required.
- Knowledge and experience with government and non-profit accounting required.
- Demonstrable ability to supervise staff, plan and coordinate financial programs, complex accounting operations, to interpret laws and regulations, and apply advanced accounting theory.
- Advance knowledge in Office products, Excel, and Access database.
- Strong interpersonal and communication skills in writing, editing, speaking, and listening. Proficiency in reading, writing, and speaking English is required.
- Ability to multi-task, to work under pressure, and to meet challenging deadlines is required.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited college or university with an emphasis in accounting, finance, or business administration. Minimum of 7 years of accounting experience required, in a governmental or non-profit setting preferred. Must have knowledge of OMB Super Circular, CPA or progress toward CPA strongly preferred. Minimum of 4-6 years' experience of supervising multiple employees required.

OTHER QUALIFICATIONS

- Must be legally eligible to work in the United States.
- Will require occasional in-region and out-of-region travel; Must have proof of valid driver's license and current auto insurance; must provide own transportation when on company business.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See the Job Activity Requirements for the Essential Job Functions attached and description of the work environment.

Workforce Solutions Alamo is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The position will close when filled.

Equal Opportunity Employer