



CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY

POSITION DESCRIPTION: Controller

<u>POSITION TITLE:</u>	Controller
<u>REPORTS TO:</u>	Chief Financial Officer (CFO)
<u>SUPERVISES:</u>	Accountant and Accounts Payable Specialist
<u>FLSA EXEMPTION STATUS:</u>	Exempt
<u>NEW OR UPDATED:</u>	Updated
<u>LAST UPDATE:</u>	October 10, 2022
<u>SALARY:</u>	Salary is commensurate with experience

SUMMARY OF PURPOSE:

The Controller will assist the CFO in managing all financial activities of the Authority, including budgeting, accounting, audit, cash management, contract management, debt management, financial reporting, information technologies, procurement, treasury management and compliance. The Controller has primary responsibility for the Authority's annual audit preparation and process, serving as the point person for auditor interaction. Leads and directs the Authority's accounting functions, establishing and maintaining overall accounting systems, procedures and policies to ensure accurate financial records. Manages the team supporting the accounting, budget, treasury, payroll and accounts payable functions. Interprets accounting policies and procedures, facilitating implementation as applicable.

Additional responsibilities include the review and establishment of appropriate internal controls, including segregation of duties, and financial policies. Oversees treasury functions including cash management and investment of funds. Collaborates with legal counsel, the CFO, external consultants, and internal departmental leaders to accomplish the objectives of the Finance Department and Authority. Analyzes and presents findings and recommendations to management and governing board. In addition, the position may manage special projects, as assigned from time to time by the CFO.

PHYSICAL/MENTAL REQUIREMENTS:

1. Uses personal computer approximately 6-8 hours per day.
2. Uses telephone and email to communicate with management, internal/external consultants and others, approximately 5-6 hours per day.
3. Sits approximately 6-8 hours per day.

4. Works under a moderate degree of stress associated with significant workload and strict deadlines.
5. Infrequently travel outside CTRMA offices to attend meetings.

ESSENTIAL FUNCTIONS:

1. Participates with and assists CFO in determining strategic financial direction of CTRMA; implements financial strategies; analyzes results and provides feedback to CTRMA leadership and executives.
2. Assists in process of procuring project financing; works effectively with financial advisors, rating agencies and bond documents.
3. Establishes and maintains cash controls; reconciles general ledgers and bank statements in a timely manner each month.
4. Manages annual budget and annual audit processes; effectively utilizes staff resources as needed to support budget and audit preparation.
5. Implements and ensures adherence to the CTRMA's financial procedures and policies, as established by the CFO and Board of Directors.
6. Prepares financial reports on a regular basis, as requested or required, including but not limited to year-to-date cash flow statements, quarterly reports, monthly financial statements and balance sheets.
7. Maintain accurate and complete records pertaining to financial systems.
8. Reviews current financial and accounting procedures and policies; recommends and implements changes and modifications designed to increase the efficiency and effectiveness of accounting operations.
9. Performs cash projections to effectively manage cash balances and to maximize return on any excess cash balances.
10. Maintains fixed asset inventory and depreciation schedules.
11. Experience in treasury management and familiarity with banking products and services, including related technology.
12. Analyzes and manages specialized contract requirements, special provisions, and terms and conditions.
13. Participates in drafting, reviewing and evaluating bid proposals and vendor qualifications related to contract awards; prepares specialized and/or non-routine responses to proposals, bids, and contract modifications.
14. Effectively communicates and works with the CTRMA's management/executive team to plan and execute agency objectives.
15. Assists in developing and making formal presentations with respect to the agency's financial performance.
16. Assists with the development and coordination of the five-year capital improvement plan.
17. Performs other duties as requested or required.

POSITION REQUIREMENTS:

1. Bachelor degree in Accounting, Finance or Business Administration, along with five (5) years of progressively responsible government accounting. An equivalent combination of education and experience may substitute.
2. Current Certified Public Accountant (CPA) preferred.

3. Enterprise fund accounting experience preferred.
4. Excellent written and verbal communications skills, with an emphasis on interpreting complex financial, legal and legislative concepts.
5. Thorough knowledge of modern accounting methods and procedures, financial reporting procedures, and the management of complex financial transactions
6. Thorough knowledge of Government Accounting Standards Board (GASB) rules, grant accounting and related grant compliance reporting.
7. Experience in verifying, analyzing and interpreting fiscal and accounting data and in preparing appropriate financial statements.
8. Thorough understanding of public policy, regulatory guidelines, agency functions and government processes.
9. Strong analytical skills.
10. Excellent strategic management and project management skills.
11. Skills in building and maintaining internal and external partnerships,
12. Excellent internal and external negotiation/mediation skills.
13. Proven leadership, advocacy, and decision-making skills.
14. Proficient in MS Word, Outlook, Excel, PowerPoint, Adobe, and Microsoft Dynamics as the accounting software.

PREFERRED SKILLS:

1. Prior experience in toll road accounting and finance.
2. Experience with Transportation Infrastructure Finance Innovation Act loans.
3. Construction fund invoicing, accounting and reporting.
4. Knowledge of tax-exempt bond financing.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for the CTRMA other work duties not specifically listed herein.

Management reserves the right to modify, defer or rescind this position description at any time, with or without prior notice.

APPLICATION REQUIREMENTS:

To apply, please send a cover letter and resume to:

Central Texas Regional Mobility Authority

Attention: DeeAnne Vickery

3300 N IH-35, Suite 300

Austin, TX 78705

Fax: 512-996-9784

Email: dvickery@ctrma.org

Also, if you have any questions please contact DeeAnne Vickery at dvickery@ctrma.org.