



Position Announcement

Position: Assistant Controller

Date Officially Opened: 04/09/2024

Starting Annual Salary Range: \$94,341 to \$118,869 DOQ

(Full Salary Range to \$143,398)

Direct Supervisor: Controller

Department: Business Services

Normal Work Hours & Location: 8:00am to 5:00pm – Monday thru Friday – Admin Bldg. (900 N. Kealy, Lewisville, TX)

Position Function:

Under the direction of the Controller, acts as lead accountant for assigned accounting activities. Supervises assigned accounting staff in performing duties related to accounts payable, accounts receivable, financial reporting, financial record keeping and processing of all financial transactions. Performs duties necessary to organize and coordinate the annual audit and assists in preparing the Consolidated Annual Financial Report (CAFR).

Typical/Essential Duties:

- 1) Performs various managerial duties of lead accountant for all assigned accounting activities. Supervises assigned accounting staff by organizing, coordinating, and reviewing activities related to accounts payable, payroll, accounts receivable, financial reporting, fixed assets, financial record keeping and processing of financial transactions.
- 2) Responsible for interpreting customer contracts, and then recommending and applying the most appropriate accounting practices. Oversees the accurate accounting of all customer billings.
- 3) Assists in the development and recommendation of internal controls and financial policies and assists in the financial reporting of District projects and other activities.
- 4) Performs duties necessary to organize and coordinate the annual audit and assists in preparing the Consolidated Annual Financial Report (CAFR).
- 5) Assists with the development and monitoring of Operating and Capital Budgets.
- 6) Performs additional duties as assigned.

Knowledge, Skills, and Abilities:

Bachelor's degree in Accounting, Finance, Economics, Business/Public Administration is required. Positions require six (6) to eight (8) years of experience, including four (4) years in a supervisory capacity, performing similar types of accounting duties. Certification as a Certified Public Accountant (CPA) is required. Must possess a valid Texas 'Class C' Driver's License. Must pass applicable pre-employment Drug Screen, Physical Exam, and Background Checks.

Position is considered "Open until Filled."

Note: All applicants must complete an employment application and submit it to the District's Human Resources Department. Please visit the District's website at www.utrwd.com to obtain an application and for instructions on how to apply.