



Prairielands Groundwater Conservation District

Comptroller Job Description

Position: Comptroller

Hours Required: Full Time (40 hours/wk) (Non-Exempt)

Immediate Supervisor: General Manager

Salary Range: \$41,600 to \$58,500; Commensurate with Experience

Benefits: District provided medical, vision, and dental available following 60 days of successful employment. PGCD participates in the Texas County & District Retirement System (TCDRS), which is a qualified retirement plan under Section 401(a) of the Internal Revenue Code.

Job Summary:

The **Comptroller** is responsible for regular accounting tasks to ensure accuracy in all of the District's financial activities. The Comptroller will ensure quality of financial transactions and reporting, develop our financial well-being and play a leading role in financial decision-making. This position will provide management and the Board of Directors with strategic financial input, and oversee the overall accounting processes for the District to ensure accuracy in all financial activities of the District.

Essential Duties:

- Develop and forecast budgets under the direction of the General Manager.
- Supervise annual financial audits; collaborate with the auditor by providing the necessary documents required for the audit to be completed.
- Enhance the financial checks and controls to ensure integrity in financial reporting.
- Monitors the cash flow within the District.
- Monitor financial compliance functions to ensure compliance with the set financial transaction and reporting regulations. As part of the monitoring function, the Comptroller may be required to formulate financial policies and procedures.

- Oversee accounting operations such as accounts payable, accounts receivable and general ledger entries.
- Prepare timely financial statements.
- Process and issue employee paychecks and statements of earnings and deductions.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Process and maintain records on insurance benefits and retirement funds. Process quarterly TWC statements.
- Learn to operate new office technologies as they are developed and implemented.
- Perform other financial-related tasks as requested by the General Manager and/or Board of Directors.

Skills:

- Proficient with QuickBooks Pro.
- Strong analytical and problem-solving skills and an excellent understanding of business and accounting concepts.
- Proficient with Microsoft Office Word, Excel, and Outlook.
- Strong organizational skills.
- Experience with spreadsheet and financial analysis software.
- Good communication skills.
- Attention to detail coupled with patience and tenacity.
- Knowledge of regulatory and other financial standards and requirements.
- Ability to provide financial projections.
- Ability to develop an understanding of the District's regulatory system and the financial components related thereto.

Education/Experience Requirements:

- Graduation from an accredited four-year college or university with a bachelor's degree in Accounting or Business Administration.
- Successful candidates will be required to have four to six years of business or finance education.
- One to two years of work experience with governmental accounting preferred.

Additional Requirements:

- Self-motivated.
- Skills in organizational, interpersonal and oral and written communication skills.

- Ability to work efficiently in a dependable, organized and productive manner to be able to manage multiple tasks and meet deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Perform other essential or marginal functions as necessary.
- Must possess a valid Texas driver's license and have an acceptable driving record.
- Must be able to pass all testing and screening requirements established at time of application.

Physical Demands:

- Sitting at a desk using a desktop computer for extended periods of time.
- Bend, lift (up to 25 lbs.) climb, walk in indoor working environment.

To apply for this position, interested candidates are required to submit a current resume and a completed Prairielands Groundwater Conservation District employment application to:

**General Manager
208 Kimberly Drive
Cleburne, Texas 76031**

**Or, email:
kjones@prairielandsgcd.org**

Employment Applications may be downloaded at
www.prairielandsgcd.org/about/employment/

Prairielands Groundwater Conservation District is an Equal Opportunity Employer