



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 344.5

Job Title: **ASSISTANT CITY CONTROLLER V**

Pay Grade: 29

### **GENERAL SUMMARY:**

Manages accounting and Integrated Financial Management Information Systems activities and recommends accounting policies/procedures for citywide application. Oversees financial record keeping and cost control systems.

### **RESPONSIBILITIES:**

- Manages various complex accounting functions, including systems, financial analysis, accounts payable, Integrated Financial Management Information Systems, input/output control and records retention.
- Coordinates and recommends procedures for the standardization of citywide accounting.
- Oversees the developing, publishing and monitoring of compliance with accounting policies/procedures regulating citywide accounting practices.
- Coordinates Integrated Financial Management Information Systems with other City financial systems.
- Evaluates various accounting systems and initiates internal data processing feasibility studies. Recommends systems improvements and alternate accounting systems.
- Manages the preparation of financial reports, both budget and GAAP.
- Develops and implements work plans to achieve divisional goals.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Accounting, Business Administration or a closely related field. Certified Public Accountant (CPA) is preferred.

#### **EXPERIENCE:**

Seven years of accounting and/or auditing experience are required.

#### **COMPLEXITY:**

Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

#### **IMPACT OF ACTIONS:**

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as a Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors and occasionally with Deputy Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Assistant City Controller I  
Assistant City Controller II  
Assistant City Controller III  
Assistant City Controller IV  
Assistant City Controller V

*Effective Date: October 1990*

*Revised Date: October 1998*