



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 345.7

Job Title: **SENIOR ASSISTANT CITY CONTROLLER (EXE LEV**

Pay Grade: 32

GENERAL SUMMARY:

Directs the accounting and Integrated Financial Management Information Systems activities in the Controller's office and recommends financial record-keeping and cost-control systems policies and procedures.

RESPONSIBILITIES:

- Directs development and implementation of internal accounting controls, policies, procedures and management techniques for the City's various integrated accounting systems.
- Supervises recording and analysis of City transactions and preparation of financial statements and routine special reports.
- Assists and advises the department head on a broad range of financial problems; provides recommendations on fiscal and budgetary implications of specific accounting applications.
- Coordinates the development, implementation and maintenance of the department's data processing system.
- Manages standardization of citywide accounting procedures; disseminates accounting procedures and information to department heads.
- Evaluates the adequacy of, recommends improvements to, and maintains compliance with internal accounting controls.
- Serves as liaison between the accounting and audit sections of the Controller's office, Steering Committee and other city organizations.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Accounting, Business Administration or a closely related field. Professional certification is preferred.

EXPERIENCE:

Eight 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.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to major costs and problems and could significantly affect short-term results 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.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Director or the equivalent. This position is typically over the Managers and reports to the Deputy Director and has a very significant level of input concerning personnel actions such as hirings, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Director or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

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 involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues that require diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT:

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

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

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

JOB FAMILY:

Deputy City Controller

Effective: October 1990

Revised: November 1991