



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 344.1

Job Title: **ASSISTANT CITY CONTROLLER I**

Pay Grade: 13

GENERAL SUMMARY:

Performs general accounting functions in the preparation of periodic financial schedules, statements and reports.

RESPONSIBILITIES:

- Prepares various standard accounting schedules, including bank reconciliations, revenue and expenditure reports, etc.
- Prepares analysis of various accounting records, such as cash transaction reports and deposit schedules.
- Assists in preparing interim and annual financial reports.
- Assists in preparation of fund projections and forecasts.
- Reviews reports submitted by assigned departments for completeness and coding accuracy.
- Assists in completing/correcting reports submitted by assigned departments.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

No experience is required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED: (continued)

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

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: October 1990
Revised: November 1991*