CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 344.3

Job Title: **ASSISTANT CITY CONTROLLER III**

Pay Grade: 25

GENERAL SUMMARY:

Leads and performs specialized accounting procedures in the preparation, review, analysis and reconciliation of complex financial reports and statements.

RESPONSIBILITIES:

- Prepares interim and annual financial statements, schedules, reports and related work papers.
- Evaluates and recommends system improvements and alternate accounting systems.
- Performs complex account analysis and assists other departments in solving accounting problems.
- Administers financial record keeping and cost control systems.
- Supervises and/or leads various complex accounting functions including financial analysis and financial statement preparation.

SPECIFICATIONS:

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

EXPERIENCE:
Four years of professional accounting and/or auditing experience are required.

COMPLEXITY:
Work is somewhat complex and varied, and may require the interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:
Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
Involves general scheduling and review of work as a ‘’working supervisor or team lead”. May also provide guidance to entry level staff in specialized accounting processes and procedures.

Indirect Supervision:
No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation.

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: July 2025