CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 344.4

Job Title: **ASSISTANT CITY CONTROLLER IV**

Pay Grade: 27

GENERAL SUMMARY:

Supervises or leads the performance of moderate to highly complex accounting and Integrated Financial Management Information Systems activities. Evaluates, recommends and implements accounting policies/procedures for Citywide applications and administers financial record keeping and cost control systems.

RESPONSIBILITIES:

- Supervises and/or leads various accounting functions, including systems, financial analysis, accounts payable, Integrated Financial Management Information Systems, input/output control and records retention.
- Coordinates standardization of Citywide accounting procedures.
- Develops, documents and monitors compliance with accounting policies/procedures regulating Citywide accounting practices.
- Evaluates and advises on improvements to departmental and city-wide financial systems. May oversee implementation of new/revised systems.
- Coordinates Integrated Financial Management Information Systems with other City financial systems.
- Oversees preparation of various financial reports.
- Provides financial information to management as requested.

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

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, review and oversight of complex accounting and Integrated Financial Management Information Systems as a 'working supervisor or lead person'. May have direct reports of less experienced Assistant City Controllers and provides input as it pertains to personnel actions, such as hiring, terminations and pay changes.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant 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: October 1990
Revised: July 2025