

Red River Redevelopment Authority

Position Description

Controller

SUMMARY

Provide leadership and coordination of RRRR financial planning, debt financing, and budget management functions. Ensure RRRR accounting procedures conform to generally accepted accounting principles. Participate in the Investment Committee.

PRIMARY RESPONSIBILITIES

1. Reports directly to the Executive Director and provides advice to the Executive Director and Board of Directors on all financial matters related to the operation of the RRRR.
2. Direct and coordinate RRRR financial planning and budget management functions.
3. Recommend benchmarks for measuring the financial and operating performance of divisions and departments.
4. Monitor and analyze monthly operating results against budget.
5. Direct and coordinate debt financing and debt service payments with external agencies.
6. Oversee daily operations of the financial activities and support staff.
7. Manage the preparation of the official annual report of actual revenues, transfers, and expenses.
8. Manage the preparation of financial outlooks and financial forecasts.
9. Prepare financial analysis for contract negotiations and investment decisions.
10. Ensure compliance with local, state, and federal policy and reporting requirements to include but not limited to the Texas Public Funds Investment Act.
11. Work with department managers and corporate staff to develop out year business plans for the RRRR.
12. Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.
13. Design, establish, and maintain an organizational structure and staffing to effectively accomplish the department's goals and objectives.
14. Serve on planning and policy-making committees including the investment committee.
15. Serve as primary legislative liaison relative to RRRR financial issues.
16. Oversee outside accounting and audit contracts as well as investment advisory service contracts.
17. Direct financial audits and provide recommendations for procedural improvements.
18. Other duties as assigned.

ADDITIONAL RESPONSIBILITIES

1. Represent the RRRR on matters related to the financial decisions of the staff and board of directors
2. Recruit, train, supervise, and evaluate department staff.
3. Provide accounting policy orientation for new staff.

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KNOWLEDGE AND SKILL REQUIREMENTS

1. Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles. Knowledge of automated financial and accounting reporting systems. Knowledge of federal and state financial regulations. Ability to analyze financial data and prepare financial reports, statements and projections. Working knowledge of short and long term budgeting and forecasting, rolling budgets, and product-line profitability analysis.
2. Work requires professional written and verbal communication and interpersonal skills. Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects. Ability to participate in and facilitate group meetings.
3. Highly desired: a Masters Degree in Finance or Accounting, five to ten years of experience in a senior-level finance or accounting position, and a CPA.
4. Work requires willingness to work a flexible schedule.

WORKING CONDITIONS

Working conditions are normal for an office environment. Work may require occasional weekend and/or evening work.

RRRA is an equal opportunity employer. Must be a US Citizen, become a resident of Bowie County, TX, submit to drug screening and background investigation and have a valid driver's license. Work will be performed upon an active military installation and further background investigations may be required to satisfy DOD requirements. Such investigations and DOD approvals will be a condition of employment

Send resume and salary history to (email preferred):

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