

RED RIVER AUTHORITY OF TEXAS
JOB VACANCY NOTICE

CONTROLLER

GENERAL JOB DESCRIPTION:

The Controller shall be responsible for practicing professional accountancy in accordance with the Generally Accepted Accounting Principles, the Governmental Accounting Standards Board, and the National Council of Governmental Accounting. The Controller shall perform the fiscal administration of the Authority under the supervision of the General Manager, and under the purview of an independent Auditor, to organize and direct programs of control of all funds in accordance with established policies and statutes in effect, or hereinafter adopted. The Controller shall be responsible for the proper function of the Financial Administration Branch, and establish optimum internal audit systems to accurately control all accounting work to be accomplished. The Controller shall direct fiscal functions, including all related financial analyses, budgets, and reports, with considerable latitude for independent judgment within prescribed statutes and policies of the Authority.

ASSIGNED DUTIES

- Manage and oversee all aspects of the Financial Administration Branch. Plan, organize, and direct all fiscal and accounting programs of the Authority. Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP, GASB, and NCGA standards and regulatory requirements.
- Direct the preparation and certification of all financial statements, budgets, vouchers, and payroll submitted by the department. Establish and maintain internal controls and safeguards for receipt of revenue, costs, and program budgets and actual expenditures, and overall personnel to the extent necessary to ensure and protect the financial integrity of the Authority.
- Consistently analyze financial data and present financial reports in an accurate and timely manner. Manage organizational cash flow forecasting. Clearly communicate monthly and annual financial statements. Develop performance indicators to monitor progress and changes, and keep senior leadership aware of the Authority's financial status. Support the General Manager in engaging the Authority Board and Finance Committee concerning issues and trends in financial operating models and delivery.
- Coordinate with and assist outside entities, agencies, and auditors as required. Ensure required State and Federal audits are performed. Prepare and submit all State and Federal financial reports or vouchers required to be generated, in accordance with the time allocated to each.
- Effectively supervise, train, evaluate, and review staff to build a high-performance team. Delegate responsibilities, deliver constructive performance feedback, and actively promote a collaborative work environment. Provide technical assistance to staff preparing and maintaining accounting and financial documents. Foster educational programs for all assigned personnel.

- Audit and approve vouchers, invoices, requisitions, purchase orders, payments, statements, field reports, and related material involving the receipt or disbursement of funds. Manage and track the performance of invested assets in keeping with policies and investment guidelines.
- Responsible for the preparation of trial balances, financial statements, special exhibits, operating budgets, rate analyses, and amortization schedules, and for the proper classification, coding, posting, and balancing of all financial accounting documents and funds of the Authority. Prepare unit-cost information, progress, fund analyses of projects, planning estimates, and budgetary reports. Assist with annual inventories of purchased material and equipment.
- Receive and review all cash, supervise deposits, and maintain a cash control record. Oversee all financial capital bonds and grants accounting, ensuring expenditures are consistently aligned with budgets. Track financial materials for government grant reports and bond reports. Initiate, compose, and respond to all fiscal-related correspondence subject to approval of the General Manager. Supervise and perform data entry and archiving, and maintain supervisory control of all personnel engaged with information technology, data storage, and printed records.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization. Create and promote a positive and supportive work environment. Maintain a thorough working knowledge of all financial policies, services, programs, and projects, and provide administrative guidance to personnel. Meet the public with a high regard for courtesy and politeness, while maintaining the Authority's integrity, and maintain confidentiality regarding Authority operations and customer information.
- Various other duties as may be assigned by the General Manager for temporary or permanent assignment.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting, Finance, or an associated field.

Valid State of Texas Driver's License.

Preference will be given to applicants with a CPA certification.

GENERAL INFORMATION:

Opening Date:	October 7, 2025	Position:	Controller
Closing Date:	Until Filled	Monthly Salary:	Based on qualifications
Work Location:	Wichita Falls, TX	GS Code:	Based on qualifications
Excellent Benefits Package Available			

To apply for this position, please submit a completed State of Texas Application to info@rra.texas.gov, fax to (940) 723-8531, or mail to P.O. Box 240, Wichita Falls, TX 76307. Applications can also be delivered to 3000 Hammon Road, Wichita Falls, Texas 76310. Additional information on the Red River Authority of Texas can be found at www.rra.texas.gov.