



OPEN RECRUITMENT
Job Announcement
November 20, 2018

Position Title: Controller
Supervisor: President
Classifications: Exempt
Closing Date: Until Filled
Annual Salary: Negotiable

To apply for this position,
check [here](#):

SUMMARY:

Under general direction, the Controller assists the President of QuadCo in maintaining the financial books and records of the Company in accordance with recognized accounting and auditing principles as required. Performs managerial, supervisory and accounting work of considerable difficulty involving the planning, organizing, and directing of financial investments, accounting, purchasing, budgeting, statistical, and property management record activities. Must have RealPage and OneSite knowledge.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Establishes and maintains a system of accounts, records, and reports which reflect the financial health and status of QuadCo, Management Solutions, Inc. (QuadCo).
- Directs the financial affairs of the Company within the scope of responsibility delegated by the President and the Board of Directors.
- Directly supervises and coordinates activities of employees in the accounting department, ensuring that standard accounting principles are followed in keeping the company's financial records.
- Establishes and maintains financial objectives and policies.
- Develops, maintains and monitors the budget system to control expenditures. Analyzes past and present financial operations. Estimates future revenues and expenditures in preparation for budgeting.
- Works with the President in establishing and maintaining internal controls Establishes and maintains a system of accounts, records, and reports which reflect the financial health and status of QuadCo, Management Solutions, Inc. (QuadCo).
- Directs the financial affairs of the Company within the scope of responsibility delegated by the President and the Board of Directors.
- Directly supervises and coordinates activities of employees in the accounting department, ensuring that standard accounting principles are followed in keeping the company's financial records.
- Establishes and maintains financial objectives and policies.
- Develops, maintains and monitors the budget system to control expenditures. Analyzes past and present financial operations. Estimates future revenues and expenditures in preparation for budgeting.
- Works with the President in establishing and maintaining internal controls to appropriately safeguard the financial interests of QuadCo. Advises the President on the most effective utilization of resources. Conducts statistical analysis of information affecting investments. May perform research and make analyses regarding adverse financial trends and recommend remedial measures.
- Reviews and monitors expenditures of funds by all QuadCo departments.
- Prepares and presents Annual Operating Budgets, reports, records, and information to the President of QuadCo, the President of FWHS and the Board of Directors upon request.
- Works with department supervisors to complete annual budgets and projections.

- Works with the President and Board of Directors to establish long-range priorities for operations and with capital expenditures for the company.
- Is responsible for accurate and timely cash flow projections, financial and other reports as required for internal management, Fort Worth Housing Solutions (FWHS), and other governmental entities.
- Advises management on desirable operational adjustments due to changes in tax laws.
- Advises management concerning effects of economic changes upon company operations.
- Makes recommendations to FWHS Board of Directors for investment of capital funds.
- Responsible for processing and submission of payroll to third party vendor.
- Plans and coordinates all accounting related computer system requirements with the President.
- Reviews and analyzes accounts receivable to ensure integrity of accounts and initiate and follow-up action for collection.
- Performs other related duties as assigned and/or required.

JOB COMPETENCIES

Knowledge of:

- Thorough knowledge of accepted accounting procedures and principles.
- Experience with budget preparation and financial management.
- Strong knowledge of federal tax law and guidelines for nonprofit organizations.
- Knowledge of GAAP accounting methodologies.
- Skill in capital management and investment.
- Demonstrated ability to train and supervise subordinates.

Skills in:

- Data analysis and mathematical calculations.
- Preparation and analysis of fiscal records and reports.
- Judgment and decision making.
- Problem analysis and resolution.
- Oral and written communication.
- Budgeting and resource allocation.
- Time management and delegation.
- Organization and accuracy.
- Multi-tasking.

EDUCATION AND/OR EXPERIENCE:

Must be of unquestionable integrity. Bachelor's Degree in Accounting, Finance, Business Administration or related field. Must have at least five years of experience, of which two must be as a supervisor with a nonprofit agency preferred. CPA designation preferred but not required.

Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the Authority's fleet auto insurance.

TECHNICAL SKILLS:

To perform this job successfully, an individual should have average abilities using computer software such as MS Word, and Outlook, and capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee's job is intermittently sedentary, but, requires mobility (i.e. climbing stairs) to visit and inspect properties. Will use some repetitive motion of hand-wrist in using computers. Must have normal range of vision to complete paperwork and review documentation; hearing and speech to communicate with executives, employees, co-workers, vendors, contractors, agency/company representatives, etc., on the telephone and/or in person on a frequent basis

Work involves the normal risks or discomforts associated with an office environment, and those associated with the on-site inspection of buildings/construction sites. The employee may be exposed to hazardous conditions and weather extremes.

