



ALAMO RMA

Alamo Regional Mobility Authority

"Moving people faster"

JOB ANNOUNCEMENT:
POSITION TITLE: Comptroller
APPLICATION DEADLINE: July 29, 2011

JOB SUMMARY :

The Comptroller provides strategic direction and execution of the authority's accounting, reporting and financial statements in a consistent and timely manner. This position is responsible for the centralized accounting policies and procedures and the system of internal accounting controls, both of which promote financial statement accuracy and data integrity. Other duties include ensuring that accounting and financial reporting practices are fully in compliance with applicable state and federal laws and regulations, and generally accepted accounting principles (GAAP) for local governments. In addition, this position prepares the operating and capital budget forecast and oversees all human resources functions.

ESSENTIAL FUNCTIONS:

1. Works directly with City, County, State and Federal partners to secure necessary funding for the Alamo RMA's transportation projects and its operations, including preparation of the fund request documents and other provisions as required by partner agreements.
2. Works as needed with the Board of Directors; City, State, Federal and County officials, as well as underwriters, financial advisors, rating agencies, insurers, etc. to ensure that the financial plan, needs and performance of the Alamo RMA are effectively communicated and carried out according to its Strategic Plan.
3. Provides technical guidance and direction pertaining to governmental accounting, internal controls, GASB accounting statements and pronouncements.
4. Monitors contractors' performance against contract provisions specifically for rates and other accounting measures; prepares requests for contractor payments according to legal covenants; works closely with contractors and legal counsel to resolve conflicts and issues, as necessary.
5. Prepares Budget and Forecasting Analyses; works closely with the Executive Director and Chief Financial Officer to monitor organizational financial performance against plan.

6. Responsible for the Chart of Accounts and all aspects of the General Ledger, including design and generation of all General Ledger reports used for Financial Analysis and Financial Reporting.
7. Manages the Staff Time Reporting System, and is responsible for the calculation and execution of the monthly allocation of labor and overhead to Alamo RMA transportation projects.
8. Manages the month-end close process and submits monthly financial reports in a timely manner to the Executive Director, Chief Financial Officer, and the Board of Directors.
9. Monitors budget to actual financial data and provides status reports to department heads; assists them in financial management/operations of their respective departments.
10. Responsible for the ongoing design and implementation for the Accounting software system to include new or updated reporting and compliance measures.
11. Implements effective accounting procedures and controls; regularly evaluates and improves procedures and controls as necessary to maximize the efficiency and integrity of the accounting function.
12. Manages annual internal/external financial audit, as well all other financial audits required by funding partners and other agencies; reports on results to the Executive Director and Board of Directors.
13. Oversees New Hire administration and manages staff Payroll, Employee Compensation and Benefit Programs.
14. Serves as an Investment Officer for the organization and submits quarterly Investment Report to the Board of Directors.
15. Prepares reports and periodic updates in accordance with continuing disclosure requirements.
16. Performs other duties as requested.

POSITION REQUIREMENTS:

1. Bachelor's degree in Accounting or Finance.
2. 10 years of experience in a variety of Accounting/Finance role(s); governmental accounting experience is required.
3. A minimum of 5 years experience in a financial management/leadership role in a State agency or other not-for-profit organization is strongly preferred.
4. Knowledge of current accounting and auditing rules and standards.
5. Exceptional analytical skills.
6. Excellent strategic management and project management skills.
7. Skills in collaborating with internal and external resources.
8. Strong written and verbal communications skills.
9. Certified Public Accountant (CPA), Certified Governmental Financial Manager (CFGM), Certified Government Finance Officer (CGFO) or Certified Management Accountant (CMA) designation is preferred.
10. Proficient in Sage MIP, MS Word, Outlook, Excel and PowerPoint.

APPLICATION INSTRUCTIONS

The Alamo RMA is an Equal Opportunity Employer, and in accordance with the Americans with Disabilities Act, will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the Alamo RMA. The tasks associated with this position involve moderate physical exertion (standing, walking, stooping, kneeling, crouching, and crawling, which may involve some lifting, carrying, pushing, or pulling of objects weighing from 12-20 pounds). Some tasks require oral communications ability, visual perception and discrimination, and ability to perceive and discriminate sounds. Tasks may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, etc. The Comptroller position, which includes a competitive benefits package, will be negotiated based on the commensurate experience of the candidate. All job offers are contingent upon satisfactory results from pre-employment drug testing, and reference, background and credential verification.

To apply please send cover letter, resume, work and personal references, and salary history to:

Alamo RMA Comptroller
Attention: Milo Nitschke, Chief Financial Officer
Alamo Regional Mobility Authority
1222 N. Main, Suite 1000
San Antonio, Texas 78212

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