



## **JOB DESCRIPTION**

**POSITION:** CONTROLLER  
(EXEMPT)  
**DIVISION:** FINANCE  
**REPORT TO:** GENERAL MANAGER

**SUMMARY:** The Controller is responsible for managing the Finance Department and staff performing the following duties: plan, organize and manage general ledger, accounts payable, payroll, grants accounting, budget projection (annual budget), fixed assets; and coordinates accounting activities with those in the Finance Department other departments within the agency.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversee and manage department staff
- Organize, direct, and implement a comprehensive budgeting program, analyze budgets and technical reports; prepare and administer a budget; interpret and evaluate staff reports; learn and apply applicable laws, regulations, and codes; observe performance and evaluate staff; analyze deficiencies, identify alternative solutions.
- Establish, or recommends to management, major economic objectives and policies for company
- Manages, direct and organizes accounting activities including general ledger, accounts payable, grants accounting and fixed assets
- Manage, coordinate and direct expenditures and appropriations for bond budget
- Directs and monitors the timely preparations of monthly, quarterly, and annual financial statements and reports in compliance with FTA guidelines
- Assigns work activities, projects and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures
- Prepares the account budget; and directs and monitors budget implementation; and administers the approved budget
- Participates in the forecasting of funds needed for staffing, equipment, materials and supplies
- Coordinates and provide staff training; works with employees to correct deficiencies; and implements discipline procedures as necessary
- Coordinates department activities with other departments, outside agencies, and organizations
- Interact with external/internal auditors and regulatory agencies
- Writes and prepares written reports as required by the General Manager and/or Board of Directors
- Interacts with various internal/external stakeholders (local, state and federal government officials) to assist in implementing GPTC's financial plan

## **MINIMUM QUALIFICATIONS**

- Bachelor's in Accounting or higher from an accredited college or university
- 3-5 years' management or supervisory experience
- Certified Public Accountant (CPA) is preferred
- Must be able to read, write and speak English
- Must be able to communicate clearly and concisely, both orally and in writing budget reports and forecasting