

Job Description: Position: Controller
Organization: Copeville Special Utility District
Location: Nevada, Texas
Type: Full Time
Education Requirement: BBA in Accounting
Experience Requirement: 5-7 Years

Position Summary:

Under the direction of the General Manager, performs all accounting and financial functions for the Copeville Special Utility District including financial reporting, investment, cash flow, and budgeting activities.

Essential Functions:

- Maintain accounting records including recording receivables, payables, payroll, and general ledger entries to produce accurate financial statements on a monthly and annual basis.
- Assist in the preparation of annual and 5-year budgets and communicate budget versus actual variances to General Manager and the Board of Directors.
- Be responsible for financial controls and compliance.
- Assist third party administrators with employee benefit plans such as health insurance, and retirement plans.
- Responsible for coordinating with Insperity.
- Reconcile District's bank accounts, investment accounts and invest funds and manage cash flow in accordance with District policy.
- Responsible for preparing company payroll.

Other Accountabilities:

- Maintain the fixed asset records of the district.
- Prepare worksheet for annual audit and assist auditors as needed.
- Maintain employee confidential files.
- Attend monthly board meetings.
- Administer Non-Standard Service Agreements for compliance.
- Other duties as assigned.

Education and Experience:

- BBA degree in accounting.
- Five or more years accounting experience.
- Experience with accounting software, Excel, and Microsoft Word.
- Excellent oral and written communication skills.
- Bilingual preferred.

How to Apply:

Email cover letter, resume, and salary requirements to Rbrookbank@copevillewater.com ATTN. Controller Position.