

Deputy Controller



CITY OF AUSTIN, TEXAS





UNIQUE OPPORTUNITY

The City of Austin is seeking a highly experienced and progressive Accounting and Finance professional with a track record of innovative, high-level leadership, and excellent employee engagement to join the City's diverse and high-functioning Controller's Office.

AUSTIN, TEXAS

This vibrant and dynamic city tops numerous lists for business, entertainment, and quality of life. One of the country's most popular, high-profile "green" and culturally dynamic cities, Austin was selected as the "Best City for the Next Decade" (Kiplinger, 2010), the "Top Creative Center" in the US (Entrepreneur.com, 2010), #1 on the Best Place to Live in the U.S. and #4 on the Best Places to Retire (U.S. News & World Report, 2019), and ranked in the top ten on Forbes list of America's Best Employers for 2017.

Austin is a beacon of sustainability, social equity, and economic opportunity; where diversity and creativity are celebrated, where community needs and values are recognized, where leadership comes from its community members, and where the necessities of life are affordable and accessible to all.

Austin is a player on the international scene with such events as SXSW, Austin City Limits, Urban Music Fest, Austin Film Festival, Formula 1, and home to companies such as Apple, Samsung, Dell, and Ascension Seton Health. From the home of state government and the University of Texas, to the Live Music Capital of the World and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability.

The City offers a wide range of events, from music concerts, food festivals, and sports competitions to museum displays, exhibits, and family fun. Austin is also home to a wonderful ballet, world-class museums, one-of-a-kind shopping, and beautiful outdoor spaces. You can just as easily spend your morning paddling the lake as you can strolling through a celebrated history museum.

Located at the edge of the Texas Hill Country -- rolling terrain of limestone bluffs, springs, rivers, and lakes -- Austin's climate is ideal for year-round jogging, cycling, hiking on the City's many trails or swimming at Barton Springs or one of the area's many other swimming holes. There are several excellent golf courses in the area, as well as opportunities for rowing, kayaking, canoeing, camping, rock climbing, disc golf, mountain biking, fishing, and more. Austin has something for everyone.



AUSTIN CITY GOVERNMENT

The City of Austin is a progressive, full-service municipal organization operating under the Council-Manager form of government. The Austin City Council City has a 10-1 council system with an at-large Mayor and Council Members that represent 10 single-member districts. The Mayor and Council Members serve in their respective seats for four years and cannot be elected to more than two consecutive terms. The City Council appoints the City Manager, who is the chief administrative and executive officer of the City. The City Council and City Manager are committed to their mission of delivering the highest quality services in the most cost-effective manner.

To learn more about the dynamic City of Austin, visit austintexas.gov.

STRATEGIC OUTCOMES AND INDICATORS

The City Council adopted six Strategic Outcomes and Indicators in 2018 as part of its Strategic Direction 2023 to guide the City in improving quality of life and civic participation in the Austin Community over the next three to five years. The Deputy Controller reports to the Controller, who is aligned to the Government that Works for All Strategic Outcome. For more information, visit [Austin Strategic Direction 2023](#).

Government that Works for All Strategic Outcome:

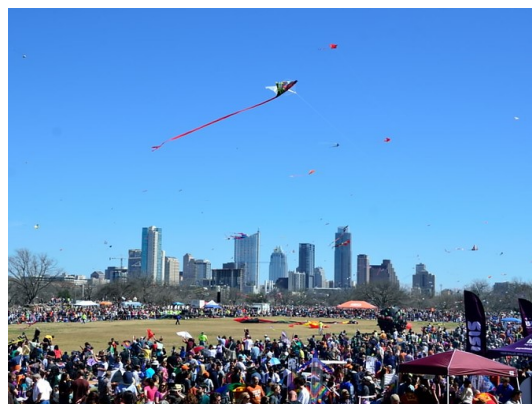
Believing that city government works effectively and collaboratively for all of us—that it is equitable, ethical and, innovative.

Indicators:

- Financial cost and sustainability of City government
- Satisfaction with City services
- Employee engagement
- Stakeholder engagement and participation
- Equity of City programs and resource allocation
- Transparency and ethical practices

THE CONTROLLER'S OFFICE

The Controller's Office provides internal controls, financial oversight and guidance, financial information and reporting, and payments to City employees and vendors so that departments may manage their business and meet their financial reporting needs. The Controller's Office has 85 regular full-time employees, along with eight temporary employees.



Mission: To maintain the financial integrity of the City and to provide comprehensive and integrated financial management, administration, and support services to City departments and other customers so that they can accomplish their respective missions.

Vision: We want Austin to be the most livable city in the country.

Awards and Accomplishments: The City of Austin has received the Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting for the past twelve years. The FY2018 Comprehensive Annual Financial Report (CAFR) was issued a full month ahead of the required deadline, issuing the report on February 28, 2019, the earliest issuance since the FY2000 CAFR.

IDEAL CANDIDATE:

The ideal candidate will be a collaborative leader that is detail-oriented, has the ability to analyze a situation and make recommendations, and implement changes in a fast-paced department. With the ability to look beyond one's workgroup and see the big picture, the ideal candidate will also have the ability to make presentations to City Council. In addition, the ideal candidate will also possess:

•**Accounting Experience-** Governmental Accounting

•**Effective Communicator-** Demonstrates the ability to convey and receive information and ideas in an open, clear, and articulate manner with respect to cultural differences and others' perspectives. Ability to take the complex and simplify for others not familiar with the subject matter.

•**Exceptional Leadership Skills-** Uses appropriate judgment to handle critical, problematic, or a striking set of conditions with focus, ownership, and accountability.

• **Strategic Thinker** -Enables others to better understand and implement the vision and strategy, while being the aligned forward thinker, has the ability to formulate and communicate sound business strategy, and implement clearly and concisely.

•**Community Collaboration-** Experience in collaborating and presenting to internal and external stakeholders on projects and programs that might include public outreach, council updates, and program implementation.

•**Results Driven-** Ability to achieve organizational goals and objectives.

•**Agility-** Ability to effectively manage changes and guide those changes through significant challenges.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university with major course work in a field related to Accounting, Business, or Finance.

Experience: Eight (8) years of accounting or financial reporting experience, including three (3) years in a supervisory/management capacity.

A Master's degree in Business Administration, Public Administration, or other relevant field may substitute for one (1) year of experience; a CPA designation may substitute for the education requirement.

Licenses and Certifications Required:

- Certified Public Accountant, CPA

DUTIES, FUNCTIONS, AND RESPONSIBILITIES

- Coordinate meetings between consultants, public, city staff, etc.
- Coordinate division/section activities with other divisions/departments.
- Evaluate programs for effectiveness and accomplishment of goals.
- Initiate and develop improvements for existing programs, projects, etc.
- Develop financial summaries and reports.
- Design financial models.
- Develop and revise operating procedures.
- Review and analyze financial summaries and reports.
- Manage division/section activities.
- Compile data/information for reports, cost estimates, etc.
- Research information as requested and/or needed.
- Draft technical reports.



COMPENSATION AND BENEFITS

Salary is commensurate based on qualifications. The benefits package includes medical, dental and vision coverage, life insurance, compensated leave, short-term disability, and retirement benefits. The City is a member of the Proportionate Retirement Program. Optional benefits include supplemental life insurance, a 457 deferred compensation plan, long-term disability plan, and a legal plan. Visit austintexas.gov/department/active-employee-benefits to learn more about the City's employee benefits. Reasonable relocation benefits will be provided to the successful candidate.



APPLICATION AND SELECTION PROCEDURE

To ensure consideration, candidates should apply by **March 20, 2020**. To apply, candidates must complete an online application. [Click here to be directed to the online posting](#). Interested candidates should apply early in the process for optimum consideration.

For more information on this position, candidates may contact:

Thomas Birdwell

Thomas.Birdwell@austintexas.gov

512-974-3551

Information submitted for consideration may be made available to the public in compliance with the Texas Open Records Act.

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. For assistance please contact 512-974-3210 or Relay Texas 7-1-1.

