

NOVEMBER 22, 2017

Job Announcement

Please be advised that an opening exists in the following job classification, to be filled immediately. Job descriptions and standards of performance may be reviewed in the Personnel Office.

POSITION: **COMPROLLER**

Working Dept: Administration
Hours: 8 AM to 5 PM
Salary: \$47,000.00/per year - DOEE&Q
Position #: TBD

General Description:

Position is under the general supervision of the Chief Financial Officer (CFO) with considerable latitude for initiative and independent judgment while requiring minimal supervision. Performs highly advanced (senior level) budget preparation and analysis and is responsible for all accounting and financial tasks that are related to the organization. Is involved with managing financial departments of a company and may include accounting, budget, audit, and other finance related statements or documentation. May have responsibilities such as producing critical financial reports, profit and loss statements.

Qualifications:

Experience in budget preparation and analysis, in financial management, and performance measurement reporting. Graduation from an accredited four-year college or university with major course work in accounting, finance, business or public administration or a related field is generally preferred. Education and experience may be substituted for one another. Knowledge of accounting, budgetary, and management principles, practices, and procedures, and of legal restrictions governing allocation of funds. Must possess skill in analyzing financial data and have the ability to monitor and report on performance measurement; analyze management problems and develop and present alternative solutions; coordinate the gathering and analysis of data; and to plan, assign, and/or supervise the work of others. Must have a valid Texas driver's license and a driving record to comply with CFLR policy. If selected for this position, employee must give CFLR authorization to request copy of driving record as well as all required prescreens and background checks. Must be able to pass required staff development training.

THE CENTER FOR LIFE RESOURCES PREFERS APPLICANTS WHO ARE ALREADY LIVING IN OR ARE WILLING TO MOVE TO THE 7 COUNTY CATCHMENT AREA WITHIN 90 DAYS OF THEIR HIRE DATE. OUR CATCHMENT AREA INCLUDES THE COUNTIES OF BROWN, EASTLAND, COLEMAN, COMANCHE, SAN SABA, MILLS AND MCCULLOCH.

Any current qualified employee desiring to transfer into this position may do so by completing an In House Employment Application Form and submit to the Human Resources Department. This position will remain open until filled.

xc: Departmental Supervisors
 Out-county Offices

Human Resources Officer

**CENTER FOR
LIFE RESOURCES
COMPTROLLER**

Plans, organizes, directs and monitors financial aspects of Central Texas MHMR. Will supervise technical and clerical employees performing difficult and complex accounting and budget activities. At a minimum, qualified candidates must have a bachelor's degree preferably in accounting or business. \$47,000 depending on experience and qualifications

FMI, cflr.us, email hrdept@cflr.us
or apply in person at 408 Mulberry, Brownwood, TX.