

Controller

4400 West 18th Street, Houston, Texas (US-TX), 77092-8501, United States

ID: 29948

Job Description

Location: Hattie Mae White

Department: Finance - Controller

Area:Northwest

Contract Months:12

Salary Range: \$190,000.00 – \$235,000.00

Academic Year: 25-26

JOB SUMMARY

The Controller is a key member of the HISD Finance leadership team responsible for the integrity, accuracy, and transparency of the district's financial records and reporting. This position oversees the district's accounting operations, financial reporting, internal controls, and compliance with federal, state, and local regulations. The Controller leads teams across multiple finance units and plays a critical role in strategic financial planning, audit coordination, and policy development to ensure effective stewardship of public funds.

MAJOR DUTIES & RESPONSIBILITIES

1. Direct the daily operations of the Accounting Department, including general ledger, accounts payable, accounts receivable, fixed assets, and cash management
2. Oversee preparation of monthly, quarterly, and annual financial reports, including the Annual Comprehensive Financial Report (ACFR) in accordance with GAAP and GASB standards. Responsible for submitting the ACFR, GFOA, and ASBO for review.
3. Ensure compliance with all federal, state, and local financial reporting requirements, including Texas Education Agency (TEA) regulations.
4. Develop, implement, and maintain robust internal controls to safeguard District assets and ensure accuracy of financial record
5. Coordinate and manage all external financial audits, including the annual independent

audit and grant-specific audits.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

6. Collaborate with Budget, Treasury, Grants, and Procurement teams to ensure consistency and accuracy across financial systems.
7. Review and update accounting policies and procedures in alignment with best practices and regulatory changes.
8. Serve as a key liaison with external auditors, regulatory agencies, and internal stakeholders.
9. Provide financial analysis and guidance to support leadership decisions and initiatives.
10. Supervise and develop Controller's Office staff, ensuring appropriate training, performance evaluations, and professional g

EDUCATION

Bachelor's degree in Accounting, Finance, or related field required.

CPA license strongly preferred.

Master's degree in Accounting, Finance, or Business Administration preferred.

WORK EXPERIENCE

Minimum of 5-7 years of progressive accounting and financial management experience, including supervisory responsibilities.

Experience in public sector or school district finance preferred.

Strong knowledge of GAAP, GASB, and fund accounting.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

Demonstrated leadership in managing complex financial operations in a large organization.

Strong analytical, problem-solving, and decision-making skills.

Excellent written and verbal communication skills.

Proficiency in financial systems (SAP preferred) and Microsoft Office Suite.

Ability to manage multiple priorities and meet tight deadlines in a fast-paced environment.

Commitment to integrity, accuracy, and continuous improvement.

Ability to multitask, prioritize, and meet deadlines in a fast-paced environment.

LEADERSHIP RESPONSIBILITIES

Strategic oversight for multiple departments and/or a major division or for the entire district. Provides strategic direction and develops long-range plans which impact multiple departments or divisions. Using in-depth knowledge of multiple disciplines, identifies and

evaluates high-impact issues, and provides strategy and direction to a major functional area or multiple departments. Establishes programs and policies, and ensures integration of operational objectives across multiple, major departments, program areas and possibly district-wide.

WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice and feedback.

BUDGET AUTHORITY

Participates in a group plan and/or budget development.

PROBLEM SOLVING

Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

IMPACT OF DECISIONS

Decisions have considerable impact to multiple divisions or the district causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses. Errors are serious and difficult to discover, normally involve decisions not subject to detailed review and will result in excessive costs and/or significant project delays.

COMMUNICATION/INTERACTIONS

Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers and Top Management.

CUSTOMER RELATIONSHIPS

Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor, and becomes involved in the customer's decision making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems.

Monitors customer service standards.

WORKING/ENVIRONMENTAL CONDITIONS

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Ability to carry and/or lift less than 45 pounds.

Houston Independent School District is an equal opportunity employer.