

# **WORKFORCESOLUTIONS**

## **G R E A T E R D A L L A S**

### **Job Description**

<b>Job Title</b>	Controller (Manager VI)	<b>Reports To</b>	CFO & EVP
<b>Department/Group</b>	Fiscal	<b>Review Date</b>	February 6, 2026
<b>Job Code</b>	Professional	<b>Prepared By</b>	CFO & EVP and HR Dept
<b>FLSA</b>	Exempt	<b>Approved By</b>	
<b>Shift</b>	Monday – Friday, Full time	<b>Effective Date</b>	February 15, 2026
<b>Number Supervised</b>	5	<b>Salary Level/Range</b>	B-27

#### **SUMMARY:**

Performs administrative accounting functions for all funds received and expended by the agency. Applies principles of accounting to analyze financial information and prepare financial reports, and budgets.

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

This job description identifies the essential functions of the position and is not intended to be all-inclusive. The employee may be required to perform additional job-related duties as assigned.

#### **Leadership & Oversight**

- Manages and supervises the Fiscal Department (4–7 staff), including roles ranging from Accounting Clerk to Senior Accountant/Accounting Supervisor. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving challenges.
- Provides leadership, training, mentoring, and professional development to accounting staff to build technical expertise and ensure consistency in practices.
- Reviews staff work for accuracy, completeness, timeliness, and compliance, providing guidance and corrective feedback as needed.
- Establishes performance expectations and oversees workload distribution to ensure efficient and effective financial operations.

#### **Financial Management & Reporting**

- Oversees and reviews financial information to ensure accurate recording of business transactions.
- Reviews and approves journal entries and general ledger activity prepared by accounting staff.
- Reviews and oversees preparation of balance sheets, income statements, and other financial reports summarizing current and projected financial position.
- Analyzes balance sheet accounts and detailed expenditure reports to ensure proper classification, accuracy, and compliance.

### **Transaction Review & Reconciliation**

- Reviews and audits check requests, purchase orders, and vouchers prepared by staff prior to settlement.
- Reviews monthly bank reconciliations and resolving items prepared by staff to ensure agreement with the general ledger.
- Reviews reconciliations of expenditures and contractor expenses to the general ledger.

### **Policies, Procedures & Systems**

- Establishes, documents, updates, and implements accounting policies and procedures.
- Develops, coordinates, and implements financial policies in accordance with GAAP and applicable regulatory requirements.
- Designs, implements, and maintains systems for general accounting.
- Documents unit-level accounting procedures.
- Participates in the setup, enhancement, and maintenance of automated accounting systems.

### **Audit, Grants & Compliance**

- Leads audit and monitoring activities, including preparation, coordination, response, and resolution.
- Prepares and/or reviews audit work papers and supporting schedules for internal and external audits.

- Prepares detailed grant accounting reports, including reconciliation of grant funds to expenditures.
- Assists in the development and maintenance of cost allocation plans.
- Maintains current working knowledge of the Texas Workforce Commission's (TWC) Financial Manual for Grants and Contracts (FMGC) and Contracts and Federal Uniform Grant Guidance.

**Projects, Communication & Professional Development**

- Participates in special accounting projects and complex financial analyses.
- Prepares ad hoc financial reports, analyses, and graphical presentations for senior management and the Board of Directors.
- Attends relevant meetings, training sessions, and conferences.
- Handles correspondence related to assigned functional areas.

**COMPETENCIES:**

Leadership	Communication
Employee Management	Decision-Making/Judgement
Project Management	Initiative
Accountability	Innovation
Analytical Skills	Teamwork

**QUALIFICATIONS:**

- Bachelor's degree in Accounting.
- CPA Certification preferred.
- Five (5) years of progressively more responsible positions at the professional level in accounting.
- Knowledge of general and fund accounting principles and practices, state financial management requirements, and relevant Federal, State, and local laws, rules, and regulations.
- Ability to interpret and make decisions in accordance with existing laws, rules, and regulations; communicate at a highly professional level with all staff levels in both oral and written forms.

- Prepare complex documents and reports, manage time and organize work to meet agency and legal deadlines.
- Proficient in Microsoft programs (Word, Excel, PowerPoint, Access, Teams), Adobe, MIPS accounting software a plus, other software as needed to perform job functions.
- Excellent communication and interpersonal skills.
- Proven ability to build strong relationships with employees and management.
- Strong analytical and problem-solving skills.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

***This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may be modified any time with or without notice or due to funding changes.***

TO APPLY: email (hr@wfsdallas.com) or bstein@wfsdallas.com resume and salary requirement to: Workforce Solutions Greater Dallas, ATTN: H.R. Department, 500 N. Akard Street, Suite 3030, Dallas, TX 75201. You may also apply via [www.workintexas.com](http://www.workintexas.com). or LinkedIn. Applicants who are invited to interview for the position will be required to also complete an employment application. Information contained in resumes and letters of application is subject to verification by Workforce Solutions Greater Dallas.

Workforce Solutions Greater Dallas is an EEO/AA/Drug Free Workplace Employer and complies fully with the Americans with Disabilities Act (ADA). Auxiliary aids and services are available upon request to individuals with disabilities. WFSDallas is a proud partner of the American Job Center Network and an EEO/AA/ADA Employer. 100% of paid costs would be from Federal Funds.

### **JOB DESCRIPTION ACKNOWLEDGEMENT**

I have read this job description and fully understand all my job duties and responsibilities, and I am able to perform the essential functions as outlined in this job description. I understand that future performance evaluations and merit increases are based on my ability to perform the duties and responsibilities outlined within this job description to the satisfaction of my immediate supervisor, and I have discussed any questions I may have about these duties and responsibilities prior to signing this form.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

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