

# PORT FREEPORT, TEXAS



**Title: Controller**

**Class Code: con**

**Pay Grade: 130**

This Class Description does not constitute an employment agreement between the Port and an employee and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills and abilities required of personnel so classified in this position. The position description is subject to change by the Port as the needs of the Port and requirements of the position change.

## **General Description**

The purpose of this job/class within the organization is to oversee, manage and direct the finance department and the administration of the Port's Foreign Trade Zone.

This job/class works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

## **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.**

## **Essential Functions:**

- Provides for the management on the Finance Department and its assigned roles and responsibilities.
- Provides financial reports and monitor financial status and performance.
- Conducts internal audits and compliance checks on financial controls and manages fraud protection and detection.
- Monitors and reports adherence to all federal and state laws, GAAP, as well and Port policies and procedures.
- In support of the CFO, manages investments and Public Funds Investment Act compliance.
- Develops and monitors the Port budget; monitors and reports grant compliance as well as United States Army Corp of Engineers reporting.
- Writes requests for proposals and contracts as related to finance department.



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- Researches and provides data and the implications of changes as relates to finance.
- In support of the CFO, confers with outside financial advisor on debt issuance and bond ratings.
- In support of the CFO, develops and makes recommendations to policies and practices and procedures.
- Manages the Port's archived records and files system.
- Manages the Human Resources Department in the procurement of employee benefits.
- Directs teams of insurance brokers and oversees the marketing, formulating and administrating of the Port's risk management program.
- Prepares subordinate performance evaluations and provides guidance with respect to employee development and advancement.

## **Additional Duties:**

Performs related work as assigned.

## **Responsibilities, Requirements and Impacts**

### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Plans and directs others in the sequence of major activities and report on operations and activities which are very broad in scope.

### **People Responsibility:**

*People includes co-workers, workers in other areas or agencies and the general public.*



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Negotiates, exchange ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions. Direct others by issuing directives and instructions.

## **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving wide-spread economies and/or prevent losses through the management of a department that has an organization-wide impact or significant impact on the general population

## **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations; concepts of analytic geometry, differentiation and integration of algebraic functions; statistics applying such functions as frequency, distribution, reliability, validity and correlation techniques; finance and economics using financial and econometric models.

## **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads scientific, professional and technical journals, abstracts, financial reports, and legal documents; speaks before professional and civic groups; participates in panel discussions and speaks extemporaneously on a variety of subjects; writes complex articles and reports, and develops presentations for sophisticated audiences.

## **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*



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Responsible for long range goals, planning and methodologies. Decision-making is focus of job, affecting entire organization and surrounding population; works in an unstable environment with frequent and significant changes in conditions.

## **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs work involving the application of broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

## **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

Property Damage & loss of life – Minor

Data loss – **Serious**

Exposure to legal liability – **Serious**

Brand loss - Minor

Economic loss – **Serious**

## **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

## **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*



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Handles or uses computers or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

## **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None.

## **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Position involves management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

## **Minimum Education and Experience Requirements:**

The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The Port reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Requires a Bachelor's Degree in business, finance, accounting or closely related field.

Requires eight years' experience in accounting, financial management or closely related experience.

## **Special Certifications and Licenses:**

Requires a Certified Public Funds Investment Officer designation.

Valid TX State driver's license.

Valid TWIC certification.

Must be able to pass a background check

## **Americans with Disabilities Act Compliance**



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Port Freeport is an Equal Opportunity Employer. The ADA requires the Port to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

## **Emergency Management Responsibilities**

During emergency conditions, all Port employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

Serves as an essential member of initial response team following an emergency management event.

## **Organization-wide Employee Responsibilities**

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

