

POSITION POSTING

Job Title: Assistant Controller

Type of Position: Full Time / Exempt

Responsibilities for this position include but are not limited to:

- Participate and assist in accounting activities including month end closing, accounts payable, accounts receivable, and budgeting.
- Evaluate and participate in procurement activities including formal bid processes, management and procurement strategies, as well as developing, training, and implementing best practices and controls.
- Have an active role in contract management, service provider evaluations, and procurement administration for all divisions.
- Assist in analysis and administration of employee benefits programs.
- Review, update, and create policies, handbooks, and training materials relating to administrative functions of accounting, purchasing, and human resources.
- Participate and assist in additional administrative duties in the areas of accounting, purchasing, and human resources as needed.

Work Experience Requirements and Capabilities:

- Minimum of 5-10 years' experience in a financial position with demonstrated increasing responsibility.
- Must have experience in administrative areas of accounting, purchasing, and human resources.
- Must be willing to work with all levels of the organization to accomplish tasks.
- Must have excellent communication skills and be able to present technical information and reports.
- Must be capable and willing to perform assigned tasks with minimum supervision.
- Must be highly proficient in computer skills including Microsoft business programs.
- Must be able to travel occasionally.
- Must have a valid Texas Driver's License.

Educational Requirements:

- Bachelor's Degree in Accounting or other related Business Administration field

Salary is dependent on experience and qualifications.

Send Resume and Employment Application to:

Holly Smith, Chief Financial Officer

PO Box 579

Orange, TX 77631-0579

Fax: (409) 746-3780

Employment Application can be downloaded from:

<http://www.sratx.org/aboutsra/employment/default.asp>