



City of Grapevine CVB Controller

SALARY	\$3,978.11 - \$5,768.26 Biweekly \$103,430.86 - \$149,974.76 Annually	LOCATION	Grapevine, TX
JOB TYPE	Full-Time	JOB NUMBER	CVB2308-26
DEPARTMENT	Convention and Visitors Bureau	OPENING DATE	08/28/2023
CLOSING DATE	1/19/2024 4:00 PM Central		

Job Summary

With a high degree of independent judgment and discretion, this position coordinates with Convention and Visitors Bureau (CVB) leadership, manages the CVB annual budget, including implementation and analysis, and supervises assigned accounting staff.

Essential Functions

1. In conjunction with division directors, develops the line item budget; develops internal/departmental guidelines and checks/balances for the successful implementation of the budget; oversees and enforces adherence to the budget; seeks out cost saving measures.
2. Ensures the effective development and management of the CVB budget through planning, preparation, execution, enforcement and analysis; maintains oversight of budget adherence throughout the fiscal year through approval/rejection of budget requests and maintains operational economy; coordinates departmental activities with all directors and managers.
3. Reports to the Executive staff in a timely manner any discrepancies or variances from the budget and implements any corrective measures with staff in regards to the CVB Administration, Facilities, Train, Festival, Shuttle, Ticket Line, Grapevine Heritage Foundation, Sister City and Grapevine Wine Pouring Society budgets.
4. Maintains a system of checks and balances to ensure budget adherence throughout the fiscal year through review, approval, modification or rejection of requests for non-budgeted programs, equipment or personnel.
5. Analyzes expenditures and seeks cost-saving measures and opportunities to reduce costs and increase revenues; maintains operational economy.
6. Performs all internal and external audit activities for the CVB; functions as liaison between CVB and internal/external auditors by supplying schedules and responses to audit questions.
7. Supervises accounting staff, guaranteeing timely handling of CVB financials, reporting and analysis; approves vacation requests for all divisions of the bureau, verifying that each division is "covered" at all times.

8. Organizes, evaluates and expedites information; documents workload for assigned manager(s) review; supervises, assigns tasks, schedules work, trains and evaluates performance of subordinates; initiates follow-up actions.
9. Reviews departmental financial policies and procedures to ensure compliance with generally accepted accounting practices; responsible for purchasing, maintenance, replacement and service contracts for all hardware/software and office equipment of the CVB.
10. Profiles the financial operations of the CVB Administration, Convention Center, Train, Festival, Ticket Line, Grapevine Heritage Foundation, Sister City and Grapevine Wine Pouring Society accounts.
11. Monitors and verifies the bank reconciliation for the festival, train, Sister City, Wine Pouring Society and Ticket Line accounts.
12. Prepares special reports as required, gathers necessary information and summarizes data and findings; organizes and maintains contract and property files.
13. Prepares the financial reports for the Convention Center, Palace Arts Center, and Concourse to aid in evaluating operational at performance.
14. Functions as liaison with the City's Fiscal Services Department; coordinates with Fiscal Services staff to review and verify proper distribution of hotel tax funds and interdepartmental transfers.
15. Institutes and coordinates with Executive Director and other management staff, as appropriate, the timeline for various departments within the CVB to ensure financial deadlines are met for events within the CVB.
16. Consults and reviews material with managers, directors and others as appropriate to ensure completeness and accuracy of information for special cases (i.e. audits, open records requests, etc.)
17. Monitors the spending on Capital Improvement projects.
18. Performs related duties as directed when such duties are a logical and appropriate assignment to the position.
19. Regular and timely attendance are required for this position.
20. Interacts professionally and respectfully with the public, coworkers and others in the course of daily work.

Required Skills

SKILLS, KNOWLEDGE AND ABILITIES

- Requires independent thinking and the ability to evaluate ideas that improve the “greater good” of the CVB.
- Requires an in-depth knowledge of the department and its operations and procedures. For non-routine tasks, the incumbent makes decisions and informs
- Must have working knowledge of accounting, budget analysis and word processing software with excellent communication, organizational and interpersonal skills.
- Must have strong analytical skills and an ability to plan, organize and coordinate the work of others.
- Requires the ability to represent management and meet with the general public, employees, supervisory staff and other governmental agencies, dealing with them tactfully and effectively.
- Requires the ability to prioritize work and manage multiple tasks is essential to ensure coordination and efficiency.
- Must be able to maintain confidentiality with sensitive information and files.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS

Requires Bachelor's degree plus five years of experience in positions of progressive responsibility or an equivalent combination of education, training, and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Experience must include two years in a supervisory level.

CPA or MBA desired.

Must pass a Federal/National criminal background check, polygraph and credit check. Must have a valid Texas driver's license with an acceptable driving record as defined by City policy.

Must pass a pre-employment drug screen.

WORKING CONDITIONS

While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

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 essential functions of this job the employee is regularly required to perform light to medium work that involves walking or standing, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk and hear, stand, walk, and stoop, or crouch. This position requires occasionally lifting and/or moving up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This job requires the ability to work in an office environment where the noise level is usually moderate

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

Agency

City of Grapevine

Address

P. O. Box 95104, 200 South Main Street

Grapevine, Texas, 76099

Phone

817-410-3176

Website

<http://www.grapevinetexas.gov/index.aspx?nid=439>

CVB Controller Supplemental Questionnaire

*QUESTION 1

Do you meet one of the following requirements:

- ☐ A Bachelor's degree plus five years of experience in positions of progressive responsibility.
- ☐ An equivalent combination of education, training and/or experience that is equal to at least nine years of experience.
- ☐ I do not meet either of the requirements.

*QUESTION 2

Do you have the ability to work irregular hours/schedules?

- ☐ Yes
- ☐ No

*QUESTION 3

Do you have two years of previous supervisory experience?

- ☐ Yes
- ☐ No

*QUESTION 4

Do you have one of the following preferred qualifications?

- ☐ CPA
- ☐ MBA
- ☐ None of the above

* Required Question