

**THE CITY OF SUGAR LAND, TX**  
INVITES YOUR INTEREST IN THE POSITION OF  
**CONTROLLER**

## THE OPPORTUNITY

Calling all visionaries! The City of Sugar Land is an award-winning beacon of excellence on the hunt for a trailblazing Controller to lead the Accounting Division into unprecedented realms of efficiency and innovation.

## THE ORGANIZATION

Located 20 miles southwest of downtown Houston, Sugar Land is a full-service municipality that provides the community with police and fire protection, water/wastewater utilities, solid waste collection, curbside recycling, a regional airport, parks and recreation, public works, planning/zoning, and other services.

In the vibrant landscape of Sugar Land, governance thrives under the Council-Manager model, epitomizing a dynamic synergy between the leadership and the community. The City has a robust team of 917 Full-Time Equivalents (FTEs) spanning over 20 departments and offices. Stewarding a \$353 million fiscal year 2024 budget, including \$62 million for capital projects, the City prides itself on delivering an extensive array of municipal services with unparalleled efficiency and dedication.

The recently adopted budget isn't merely a financial blueprint; it's a bold declaration of purpose, intricately woven to align with the City's visionary strategic outcomes, meticulously crafted by the esteemed City Council, which include:

- Finance: strong and viable
- Community: safe and secure
- Economy: thriving and vibrant
- Culture: dynamic and fun
- People: welcoming and engaged
- Infrastructure: strong and resilient
- Transportation: connected and convenient
- Government: respected and influential

Bolstered by a AAA bond rating, a testament to unwavering financial resilience, and prudent budgeting practices, Sugar Land maintains one of the lowest property tax rates in the state, underscoring its commitment to fiscal responsibility and economic vitality. Yet, beyond fiscal prowess lies a deeper ethos—one rooted in people-first principles and a relentless pursuit of a life better than you can imagine. Sugar Land fosters a community where employees, residents, businesses, and visitors can find belonging, happiness, and fulfillment.

Neighborhoods are bastions of safety and educational excellence, where diverse cultures converge to enrich the collective tapestry. Thriving businesses, both large and small, dot



the landscape, invigorating the economy and enriching the communal spirit. Perhaps most importantly, Sugar Land distinguishes itself through its people—the dedicated employees, who embody the very essence of public service. They are not merely workers; they are stewards of a greater calling and the backbone of the City's success. The City invests in them, celebrates their

contributions, and empowers them to

realize their fullest potential, knowing that their passion and dedication are the driving forces behind everything they do.

To learn more about the City's Vision, Mission, and Priorities, including its Trailblazing Story, Strategic Outcomes, Organization Priorities, and All-In Initiatives, visit: <https://www.sugarlandtx.gov/2419/Vision-Mission-and-Priorities>.

## THE DEPARTMENT

In the heart of the City's operational excellence lies a visionary alliance between fiscal responsibility and strategic vision. This intentional fusion ensures that the City's processes remain attuned to its overarching vision, fostering year-round dedication to alignment and engagement throughout the organization.

The Finance Department plays a critical role in the City, reviewing and implementing policies and managing the City's debt issuance and investment of public funds. The Department's mission is to use available resources, ethical principles, and professional practices to deliver superior and responsive financial services to City customers while maximizing effectiveness and minimizing costs in the following areas:

Finance Administration - responsible for reviewing and implementing financial policies and managing the City's debt issuance and investment of public funds.

Accounting - provides payroll, accounts payable, capital assets, grant management, general ledger, internal controls, and administrative services.

Purchasing - oversees competitive purchasing, verifies insurance for contracts, City auction management, purchasing training, and emergency management/resource management.

The Finance Director is a key steward reporting to the City Manager through an Assistant City Manager. The Director is charged with upholding the City's financial integrity and fortitude and, with a unified team of 32.5 FTEs, guides

and fosters a culture of mentorship, innovation, and shared responsibility, empowering staff to realize their visions while advancing the City's collective goals.

The City recognizes that true progress emerges from the seamless integration of vision and action. Thus, the Finance Department is supported and empowered to impact the City's future through fiscal stewardship and strategic foresight, propelling the City to new heights of prosperity and resilience.

## THE POSITION

The City is seeking a dynamic finance professional to serve as its new Controller. The Controller reports to the Director of Finance and is responsible for all Accounting Division activities of the City, including financial reporting, accounts payable, fixed assets, payroll, and internal controls systems.

The Controller supervises and directs eight (8) professional accounting and clerical personnel engaged in governmental accounting activities for all City programs and ensures compliance with and reporting for Federal regulations on City bond issues and payroll. Additionally, the Controller documents, develops, and recommends policies and procedures to ensure compliance with accounting and financial practices in accordance with GAAP and GASB.

Key responsibilities include:

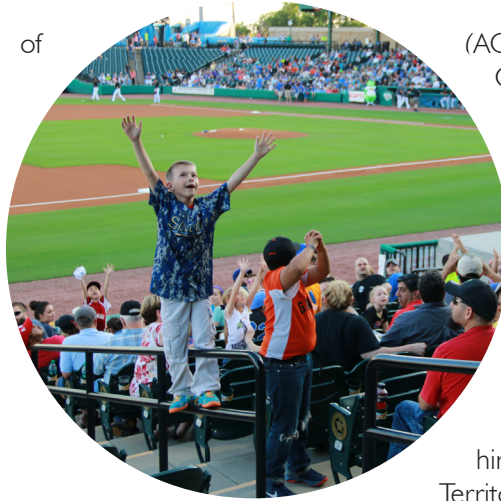
- Direct, oversee, and participate in the operations of the Accounting Division, including general accounting, accounts payable, payroll, and auditing, as well as efficient administration of all City funds.
- Supervise accounting functions and preparation of monthly interim financial statements, ensuring compliance with GAAP and GASB.
- Manage the payroll activities by reviewing and approving the disbursement of bi-weekly payroll and ensure IRS compliance.
- Assist in the development, planning, and implementation of management and strategic projects by conducting research, performing statistical analysis, and preparing reports for the Director of Finance.
- Assist City staff with payroll/accounting-related issues and act as a liaison between departments.
- Review and approve monthly, quarterly, and year-end payroll reports, and ensure all the reports are filed timely.
- Assist departments to develop codes and processes to recognize groupings and workflows for reporting grants, special projects, and specific compliance regulation monitoring for the City.
- Manage staff by participating in the hiring process, establishing work schedule(s), performance coaching, providing training, evaluating performance, and making recommendations for promotion, discipline and/or termination.
- Keep all appropriate records, as needed, to maintain compliance with City record retention policies.



- Assist with planning for the annual audit and preparation of the Annual Comprehensive Financial Report (ACFR).
- Oversee preparation of schedules during the interim and year-end financial audits and with special payroll/accounting projects.
- Have knowledge of and oversee payroll financial reporting with IRS, State, FEMA compliance, and Labor FLSA guidelines.
- Review, design, and develop payroll/financial policies and procedures and guidelines for internal control to minimize financial loss and exposure to risk. Establish and maintain operating procedures and ensure efficient operations are in compliance with City policy and procedures. Monitor and test procedures to ensure reasonable internal controls exist and that they comply with policy and procedures; recommend policy and procedure improvements.
- Assist with monthly financial statement preparation, ensuring compliance with GAAP and GASB.
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Coordinate schedules, activities, and reports with other departments.
- Oversee General Ledger activities to ensure General Ledger is reconciled, accurate, and up-to-date.
  - Assist with the plan for implementation of new GASB and applicable FASB pronouncements.
  - Prepare journal entries and/or review and approve entries prepared by others.
- Oversee, analyze, and perform account reconciliations.
- Assist with month-end and year-

end close, including preparation of journal entries.

- Provide technical assistance to and establish and maintain effective working relationships with other departments.
- Perform other duties or assignments as assigned by the Director of Finance and/or their designee(s).



## IDEAL CANDIDATE

In addition to being well qualified and experienced, the next Controller for the City of Sugar Land must possess certain traits essential for success:

- Fiscal conservatism is a key ingredient of Sugar Land's success. Therefore, significant experience with public finance is essential.
- The Controller must be an effective communicator, a skilled relationship builder, and a proactive consensus builder, able to bring diverse people together to work toward common goals.
- The City's greatest asset is its committed and talented staff. The Controller must continue to invest in the department's workforce, continually coaching, developing, and mentoring its next wave of leaders and financial professionals.
- The selected candidate will work with the Executive Team, Directors, City Council members, and all levels of staff as needed to accomplish goals and objectives.
- The Controller will effectively set expectations and establish processes and procedures to encourage and obtain high-quality work from team members. Continue professional development and growth of staff to ensure the City's finances remain healthy into the future.

The ideal candidate will be a strategic, creative, and innovative leader who is collaborative and has exceptional interpersonal skills. An independent thinker who is solutions-oriented and embraces, promotes, and supports the City's unique internal culture of innovation and excellence is needed. The successful candidate will have exceptional time management skills and be proficient in computer software, including knowledge of Tyler Munis financial systems.

Requirements include a bachelor's degree in Finance, Business, Accounting, Economics, or a related field, and seven (7) years progressively responsible experience managing a government financial function, with at least three (3) years of Government Fund Accounting, audit

(ACFR), and payroll management experience. Candidates must also have at least three (3) years experience supervising an accounting team and integrating departments within an organization. A master's degree in Accounting, Public Administration, Business Administration, or a related field, and a CPA are preferred. A Certified Public Finance Officer (CPFO) designation must be obtained within 18 months of employment, and a Texas Class C driver's license is required at the time of hire. Residency within the City limits or its Extra-Territorial Jurisdiction (ETJ) is highly preferred.

## COMPENSATION

The starting salary range is \$116,917 - \$134,451; starting salary will be competitive and dependent on qualifications. The City offers an excellent benefits package. Texas does not have a state-level income tax.

## TO APPLY

If you are interested in this challenging but rewarding opportunity, visit [www.srnsearch.com](http://www.srnsearch.com) to apply online. The position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate consent. Final interviews will be held with the City. Candidates will be advised of the status of the recruitment following the selection of the Controller.

Questions regarding this recruitment may be directed to:

Mr. Elliott Pervinich, Vice President  
S. Renée Narloch & Associates  
[info@SRNsearch.com](mailto:info@SRNsearch.com) | 850.391.0000  
[www.SRNSEARCH.com](http://www.SRNSEARCH.com)

Pursuant to Texas Open Records laws, applications and resumes are subject to public disclosure. The City of Sugar Land is an Equal Opportunity Employer and values diversity at all levels of its workforce.



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