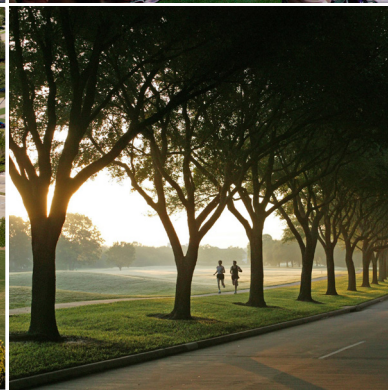




S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF SUGAR LAND, TX

INVITES YOUR INTEREST IN THE POSITION OF

CONTROLLER

*"Our success is achieved by the courage to do things differently
and accept that failure will occur on the path to innovation."*

THE COMMUNITY

Located 20 miles southwest of downtown Houston, Sugar Land was originally founded as a company town to support the employees of Imperial Sugar, one of the oldest businesses in Texas. Incorporated in 1959, Sugar Land now has a population of nearly 120,000. Sugar Land is the largest city in Fort Bend County and has been widely recognized for its safety, its many amenities, and its superior service and high citizen satisfaction ratings.

As the most diverse city in the most ethnically diverse county of the United States, Sugar Land has attracted a variety of cultures by providing good schools, safe neighborhoods, shopping areas, master-planned communities, and high-quality services. This diversity is celebrated and reflected across the city. Two high-performing school districts, Fort Bend Independent School District and Lamar Consolidated Independent School District, serve the community.

Numerous high-profile regional and international corporations have chosen Sugar Land as a corporate home. Sugar Land's aggressive economic development program has created a business-friendly environment, one that includes a variety of incentives and amenities.

The City's championship workforce has consistently provided a high level of services while always being cognizant of the critical importance of also providing a high value for tax dollars – elements of the "Sugar Land Way," which were confirmed as successful by residents in the latest citizen satisfaction survey. Simply put, the "Sugar Land Way" is a commitment to bold and thoughtful thinking designed to make life sweeter and more refined for the people and businesses that call Sugar Land home, with a current emphasis on the priorities listed below:

- Ensuring Sugar Land remains safer than ever before by building upon years of investments in facilities and public safety innovations;
- Maintaining aging infrastructure and facilities at the high level expected by Sugar Land residents;
- Retaining and challenging a champion workforce that consistently exceeds the high expectations of the Sugar Land community;
- Constantly improving the appearance of the community;
- Building upon Sugar Land's position as an economic powerhouse and financial leader (as well as a focus on strengthened resilience) that allows the city to improve its quality of life and minimize the residential tax burden.



THE ORGANIZATION

With a Council-Manager form of government, the Finance Department reports to the City Manager through one of three Assistant City Managers.

Development of the annual budget lies with the City Manager under the City Charter, with approval by City Council. With 873.8 budgeted full-time positions, the City of Sugar Land provides a full slate of municipal services across 24 departments and offices. The FY23 budget was recently adopted with a

General Fund budget of \$107 million, a total operating budget of \$389 million, and a five-year Capital Improvement Program

of \$296 million. The City of Sugar Land maintains a AAA bond rating through both Standard & Poor's and Fitch Ratings, a reflection of the City's strong financial resiliency, fiscally conservative budgeting, and proactive responses to economic conditions. The City's strong financial management practices, strong budgetary management, and strong operating performance allow the City to maintain one of the lowest property tax rates in the state for cities with over 60,000 population.

The City's enterprise operations include the Sugar Land Regional Airport and the Utility System (water and wastewater). The Sugar Land Regional Airport FBO has received numerous awards on a regional, state, and national level and is self-sufficient in its operations. Likewise, the water produced in Sugar Land has been rated best in Texas and second-best in the nation by the American Water Works Association.

General fund operations are supported by robust but conservatively budgeted sales taxes, with a 1% general sales tax and a half-cent sales tax for property tax reduction. Sugar Land voters created two entities to support economic development, each supported by a quarter-cent sales tax. The Sugar Land Development Corporation (SLDC) is the City's economic development organization, and the Sugar Land 4B Corporation (SL4B) supports the quality of life projects such as parks and aesthetics, along with support for economic development efforts.

Additional information about the City of Sugar Land, including the City's budget, organizational chart, and staffing levels, is available at www.sugarlandtx.gov.

THE POSITION

The City is seeking an approachable, proven government finance professional to serve as its new Controller. This position reports to the Interim 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 of the Controller include:

- Direct, oversee, and participate in the operations of the Accounting Division, including general accounting, accounts payable, payroll, and auditing; 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 Interim Director of Finance.
- Assist City staff with payroll/accounting-related issues and act as a liaison between departments.
- Review and approve month, quarter, and year-end payroll reports, and ensure all the reports timely filed.
- 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.
- Assists with planning for the annual audit and preparation of the Annual Comprehensive Financial Report.
- 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; recommends 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.
- Performs other duties or assignments as assigned by Director and/or their designee(s).

IDEAL CANDIDATE

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

- Significant experience with public finance is essential. Fiscal conservatism is a key ingredient of Sugar Land's success.
- 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.

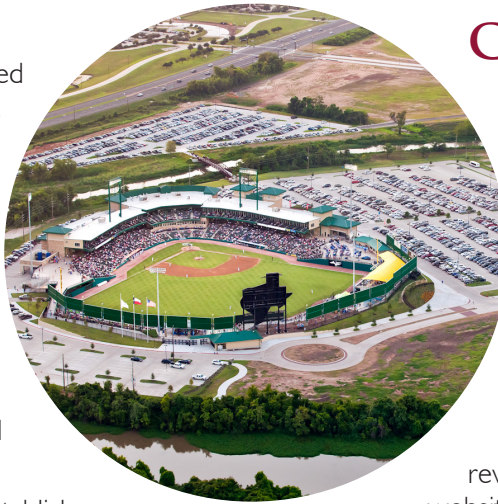
- The City's greatest asset is its committed and talented staff. The Controller must continue to invest in the department's workforce, continually coaching, developing, and mentoring its next wave of leaders and financial professionals.
- Effectively work with the Executive Team, Directors, and City Council members and all levels of staff as needed to accomplish goals and objectives.
- 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 of 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 of 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.

Residency within the City limits or its Extra-Territorial Jurisdiction (ETJ) is highly preferred.



COMPENSATION

The starting salary range is \$110,000 - \$135,000; 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 interested in this challenging but rewarding opportunity, please visit our website at www.srnsearch.com and apply online. The position is open until filled; first review of resumes will begin on March 8, 2023.

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 | 850.391.0000
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.

