



Position Announcement

Position: Capital Project Controls Analyst

Date Officially Opened: 03/18/2021

Annual Salary Range: \$57,976 to \$71,890 (DOQ)

(Full Salary Range to \$85,805)

Direct Supervisor: LRH Program Manager

Department: Engineering & Construction

Normal Work Hours & Location: 8:00am to 5:00pm – Monday thru Friday – 900 N. Kealy, Lewisville, TX

Position Function:

Performs assigned duties in support of the accounting and finance activities of the Lake Ralph Hall Project. Duties involve planning, performing, and coordinating work assignments related to financial reporting, resource allocation planning, and program management document control.

Typical/Essential Duties:

- 1) Participant in the development and maintenance of the Capital Budget and Cash Flow Models for the Lake Ralph Hall Project. Assists with earned value management and cash flow projections. Prepares budget tracking reports by integrating costs-to-date and projected expenditures, prepares time, cost, and labor estimates.
- 2) Operates the tools and systems necessary to effectively and proactively manage, control, and report on cost for concurrent projects throughout the organization and Program. Duties include invoice processing, planning cost metrics and tolls, collecting performance data, tracking data, analyzing, and reporting.
- 3) Integrates cost and schedule data and reporting with the accounting staff and management information systems to facilitate meeting performance and financial goals.
- 4) Assists in coordinating Lake Ralph Hall activities, reconciling Program financial data with finance records and assisting in preparing financial reports.
- 5) Act as a key communication liaison between the Texas Water Development Board (TWDB) and District Staff, and coordination liaison with local governmental agencies. Prepare documentation and reporting required by the TWDB for funding the Program.

Knowledge, Skills and Abilities:

Must have specific knowledge and experience related to accounting and finance. Required knowledge and experience is normally obtained through the completion of four (4) years of college resulting in a Bachelor's Degree in Cost Management, Project Management, Accounting or Finance is preferred. Three (3) through five (5) years of similar work related experience is required. Government and/or Public Sector Finance or Project Management experience is strongly preferred. Proficient computer skills using MS Office tools and MS Excel are required. Experience in digital Program Information Systems (PMIS) also required. Work requires the ability to read contracts, professional publications, memos, correspondence, and regulatory literature. Must be able to research, compile and analyze data, and then present findings to management in an acceptable format.

Must pass applicable pre-employment Drug Screen, Physical Exam, and Background Checks.

Position is considered "Open until Filled." Note: All applicants must complete an employment application and submit it to the District's Human Resources Department in order to be considered for employment. Please visit the District's website at www.utrwd.com to obtain an application and for instructions on how to apply.