



CONTROLLER

Finance Department

Annual Salary:
\$108,069 - \$135,871 DOE/DOQ

PORT ARTHUR
T E X A S

Are you a collaborative financial leader with deep expertise in municipal accounting, auditing, and policy implementation? Can you motivate staff, guide audits, and improve processes while ensuring transparency and compliance? If so, apply to be Port Arthur's next Controller!

We're looking for an exceptional financial strategist who is:

- Experienced in municipal finance and governmental accounting
- Skilled in staff development, audit coordination, and policy oversight
- Adept at managing transitions in financial systems and reporting frameworks

Making Port Arthur the Best Place to Live, Work, and Play – read on to learn more about this opportunity!

ABOUT THE COMMUNITY

Port Arthur is a coastal city with a small-town feel and strong industrial roots, known for its cultural diversity and robust petrochemical economy.

Located just two hours east of Houston on the Gulf Coast, Port Arthur offers scenic waterways, abundant recreation, and a low cost of living. Residents enjoy boating, fishing, outdoor festivals, and access to parks, wildlife refuges, and museums.

Historically founded on the petrochemical boom, Port Arthur continues to attract development, featuring modern infrastructure alongside deep historic roots. The city is home to major corporations like Motiva and Valero and supports regional tourism, education, and maritime trade.



POPULATION
55,799



MEDIAN HOUSEHOLD INCOME
\$45,752



MEDIAN HOME VALUE AVERAGE MONTHLY RENT
\$96,900 \$996

History



Tourism & Activities



GOVERNANCE & ORGANIZATION

Port Arthur operates under a council-manager form of government. The Mayor is elected at-large for a three-year term, and the City Council consists of six members—four from single-member districts and two elected at-large, all serving three-year terms.

Port Arthur is a full service City including:

- Public Works
- Police and Fire Services
- Water, Wastewater, and Solid Waste Services
- Recreation and Library Services



THE JOB

The Finance Department provides effective financial management and exceptional customer service. The department oversees accounting, procurement, budgeting, collections, and financial reporting.

Reporting to the Director of Finance, the new Controller will:

- Oversee general accounting, accounts payable, and payroll
- Coordinate and support annual audits and financial statements
- Ensure compliance with GASB and GAAP standards
- Supervise and develop staff across multiple financial functions
- Lead the implementation of internal controls and financial policies

DEPARTMENT STRUCTURE

DIVISIONS

- ADMINISTRATION
- ACCOUNTING
- PURCHASING
- CENTRAL COLLECTIONS



EMPLOYEES

21



DEPT. BUDGET

\$2.89
MILLION

KEY PROJECTS FOR 2025

- STREAMLINE FINANCIAL STATEMENT PREPARATION AND AUDIT COMPLETION
- SUPPORT INTEGRATION OF NEW FINANCIAL SOFTWARE (TYLER MUNIS)
- REVISE AND IMPLEMENT FINANCIAL POLICIES AND VENDOR PAYMENT PROCESSES



IDEAL CANDIDATE

The ideal candidate will have experience in municipal accounting, auditing, and financial systems management. They will demonstrate:

- Excellent leadership and team development skills
- Strong communication and collaborative ability
- Technical proficiency in public sector financial reporting
- Skill in navigating audits, policies, and complex systems

EXPERIENCE & QUALIFICATIONS

REQUIRED:

Education: Bachelor's degree in accounting or a related field

Experience:

- Five years of increasingly responsible accounting/finance experience
- Two years in a supervisory or administrative role
- Knowledge of municipal accounting requirements, GASB, GAAP

Licenses/Certifications:

- Texas driver's license (or ability to obtain)
- Certified Government Finance Officer within 18 months of appointment if not a Certified Public Accountant

PREFERRED:

- Experience in municipal or governmental finance
- CPA certification
- Familiarity with Tyler MUNIS ERP system
- Residency in Port Arthur is preferred but not required





SALARY & BENEFITS

Compensation: \$108,069 - \$135,871 DOE/DOQ

Health Benefits: Medical, dental, vision, life, and supplemental insurance

Paid Leave: 10 vacation days, 120 hours sick leave annually, 12 holidays

Retirement: Texas Municipal Retirement System (TMRS) – 5% employee contribution with 2:1 employer match; optional 457 deferred comp

Additional Perks:

- Tuition reimbursement
- Access to employee health clinic
- Fitness discounts
- Relocation assistance (may be available)

HOW TO APPLY

Apply Here



For more information, contact:

Marsha Reed, Senior Vice President

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The City of Port Arthur is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.