



# Prairielands Groundwater Conservation District

## Comptroller Job Description

**Position:** Comptroller, Full-time (Non-Exempt)

**Immediate Supervisor:** General Manager

**Salary Range:** \$45,000 to \$58,500; Commensurate with Experience

**Benefits:** District provided medical, vision, and dental available following 60 days of successful employment. PGCD participates in the Texas County & District Retirement System (TCDRS), which is a qualified retirement plan under Section 401(a) of the Internal Revenue Code.

### Job Summary:

The Prairielands Groundwater Conservation District is accepting applications for the position of **Comptroller**. This position is responsible for regular accounting tasks to ensure accuracy in all of the District's financial activities. The Comptroller will ensure quality of financial transactions and reporting, develop our financial well-being and play a leading role in financial decision-making. This position will provide management and the Board of Directors with strategic financial input and oversee the overall accounting processes for the District to ensure accuracy in all financial activities of the District.

For a complete job description, please visit our website at [www.prairielandsgcd.org/about/employment/](http://www.prairielandsgcd.org/about/employment/)

**To apply for this position, interested candidates are required to submit a current resume and a completed Prairielands Groundwater Conservation District employment application ([www.prairielandsgcd.org/about/employment/](http://www.prairielandsgcd.org/about/employment/)) to:**

**General Manager  
208 Kimberly Drive  
Cleburne, Texas 76031**

**Or, email:  
[kjones@prairielandsgcd.org](mailto:kjones@prairielandsgcd.org)**

**Prairielands Groundwater Conservation District is an Equal Opportunity Employer**