

JOB DESCRIPTION

Controller



Responsibilities:

The Controller is responsible for:

1. General Ledger Accounting
2. Internal/External Financial Reporting
3. Budgeting
4. Auditing/Internal Control
5. Cash Management
6. Leadership of the Accounting Department.

This position will participate on the organization's management team including strategic planning.

Supervision:

Direct supervision by the Chief Financial Officer. This position will directly supervise the daily activities of approximately three (3) positions within the Accounting Department.

Duties:

- **General Ledger Accounting**
 - Maintain the General Ledger Accounting System, including Chart of Accounts (design and maintenance).
 - Maintain proper collection, analysis, measurement, recording, classification, and reporting of financial transactions according to GAAP, including:
 - Balance Sheet:
 - Cash/Investments
 - Accounts Receivable
 - Prepaid accounts
 - Fixed Assets
 - Accounts Payable
 - Long-term liabilities
 - Net Assets
 - Revenues and Expenses:
 - Grant, Program, and Clinic Revenues
 - Grant, Program and Clinic Costs
 - Operating Expenses
 - Other Revenue and Expenses
 - Establish and maintain financial policies and procedures to guide all aspects of the accounting function to ensure accuracy, reliability, and timeliness.

- Ensure that all subsidiary ledgers/records are reconciled to GL control accounts on a monthly basis.
- Ensure that costs are allocated properly.
- Establish and follow a month-end close workplan to ensure an accurate, documented and timely close.
- Maintain supporting documentation according to established record retention policy and for audit purposes.
- **Internal and External Financial Reporting**
 - Prepare required internal and external financial reports and statements to include the compilation and analysis of data for monthly, quarterly, and annual reports, including but not limited to:
 - Balance Sheet
 - Statement of Activities
 - Statement of Cash Flows
 - Financial Dashboard
 - Annual Budget Reports
 - Budget Variance Reports
 - Productivity Reports
 - Required Grant Reports
 - Other Internal and External Reports as requested and/or required
 - Establish a reporting calendar to ensure reporting due dates are met.
- **Budgeting**
 - With the assistance of Program Directors, prepare annual budgets for each program for both corporate financial reporting purposes and for grant reporting purposes.
 - Prepare an annual budget presentation for Senior Management and Board.
 - Design, implement, and monitor payroll and expense allocation methodology to ensure proper allocation of costs to grants/funding sources and programs.
 - Monitor and report budget variances on a monthly basis.
 - Meet with Program Directors on a monthly basis to review financial results.
- **Audit and Internal Control**
 - Maintain a proper internal control structure to ensure that the seven main audit objectives are met according to Generally Accepted Auditing Standards (GAAS), including:
 - Overall reasonableness.
 - Validity (all transactions recorded/posted are valid transactions).
 - Completeness (all transactions that should have been recorded are recorded).
 - Authorization (all transactions are properly authorized per policy).

- Ownership.
 - Mechanical Accuracy.
 - Disclosure.
- Ensures that annual audit workpapers are prepared accurately and timely and acts as liaison with external auditors.
- Ensures that audit workpapers for grants are prepared accurately and timely.
- **Cash Management**
 - Ensure that all cash receipts (cash, check & ACH) are properly logged, deposited to the correct bank account, and classified and posted to the correct GL account in the accounting system.
 - Ensure that all disbursements are made according to established policies and procedures.
 - Safeguard check stock and check signing plates (or electronic equivalents).
 - Reconcile or supervise the reconciliation of each bank account to the bank statement on a monthly basis.
 - Monitor cash balances and advise senior management on such. Prepare and execute necessary cash transfers (with authorization).
- **Management and Leadership**
 - Demonstrates eagerness to learn and assumes responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work and collaborates with others.
 - Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.
 - Works within the system in a resourceful manner to accomplish reasonable work goals; shows flexibility in response to process change and adapts to and accommodates new methods and procedures.
 - Accepts direction and feedback from supervisors and follows through appropriately.
 - Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately.
 - Performs related and additional duties as assigned.

Qualification Requirements:

A master's degree with a major in accounting, business administration or finance management. A certified public accountant (CPA) certificate will substitute for the baccalaureate degree with twenty-four semester hours in accounting plus one year of experience.

This job description includes the major duties and responsibilities of the job. I understand that it is not inclusive of every task inherent of the job. In addition, I understand that it may occasionally require assignment of tasks not specifically covered in this job description. I understand that I will comply with reasonable requests from my supervisor.

Reviewed and approved by:

Tim Young
Chief Executive Officer

Date

Human Resources

Date

I read and understand the requirements to fulfill the responsibilities associated with this job description.

I agree to abide by all the duties and responsibilities for the job including and reasonable request from my supervisor. I also understand that I will be evaluated based on these job specific performance standards.

Employee's Signature Date