



CONTROLLER Job Description

POSITION: Controller
DEPARTMENT: Finance / Accounting
REPORTS TO: CEO
STATUS: Exempt

POSITION SUMMARY:

Manage, oversee, and perform duties related to the Financial and Accounting aspects for the Organization. Maintain and provide financial data and information about all Company activities that will assist Management, the Board of Directors, and other users in making educated economic decisions. Accountable for leading the Finance Team in managing the organization's financial and accounting policies, systems and processes, tax and regulatory requirements, payroll systems and processes and controls, as well as producing and maintaining the annual budget. Provide leadership and coaching to the Finance Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Manage and facilitate activities of Corporate Accounting ensuring the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements, and annual audits and budgets and regularly communicating same with the CEO.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; oversee all financial project/program and grants accounting.
- Manage and facilitate activities for general account practices including journal entry, general ledger account reconciliation, bank account reconciliation, organizational cash flow and forecasting and creating and maintain organization budget.
- Manage and facilitate disbursement activities ensuring the accurate and timely processing of accounts payable, purchase orders, petty cash, core employee expense reports, cash control, quarter and year-end payroll closing including federal and state reports; and check statistic management.
- Manage and facilitate accounts receivable activities to ensure the accurate and timely management of all components including billings, cash receipts application, etc.; funding service management which includes weekly funding reports and customer service.
- Manager and facilitate activities of credit card payable account reconciliation and credit card revenue account reconciliation.
- Ensure corporate tax compliance including the accurate and timely completion of all corporate income tax returns taking full advantage of all favorable tax codes.
- Establish and maintain systems and controls which verify the integrity of all systems, processes, and data, and enhance the organizations value.
- Participate in a wide variety of special projects and compile a variety of special reports.
- Respond to CEO as assigned with accurate and timely work to facilitate his/her financial needs.

- Communicate with co-workers, management, Board of Directors, and others in a courteous and professional manner.
- Conform with and abide by all regulations, policies, work procedures, and instructions.
- Coordinate and lead the annual audit process, liaison with external auditors and the finance committee of the Board of Directors; assess any changes necessary.
- Management/Supervision of Finance Department staff and Inventory Staff
- Effectively communicate and present the critical financial matters to the CEO and Board of Directors
- Create Finance Department Policy and Procedure Guidelines and maintain an effective system of internal controls.
- Compliance/ Governance
- Manage, prepare, (if necessary), and facilitate all required Tax Filings in a timely and accurate manner.
- Process, (and or supervise), bi-weekly payroll direct deposit, as well as prepare and file any payroll tax reports, and year-end preparation.
- Ensure compliance with all CAC personnel policies and procedures.
- Conduct periodical and annual performance reviews of staff, if applicable.
- Assist in CAC Disaster Recovery Efforts
- Other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in-group problem solving situations; uses reason even when dealing with emotional topics.

Communications - Expresses ideas and thoughts effectively, accurately and concisely both verbally in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Managing Customer (Service Recipients and Donors) Focus - Promotes customer focus; establishes customer service standards; provides training in customer service delivery; monitors customer satisfaction; develops new approaches to meeting customer needs.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products, and services.; continually works to improve supervisory skills.

Achievement Focus - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities; takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

KNOWLEDGE AND SKILLS REQUIRED:

- Strong general ledger, accounts payable, accounts receivable, payroll, income tax, internal controls, budgeting and banking working knowledge.
- Very computer literate -- spreadsheet proficient (hardware and software).
- Strong managerial abilities.

COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS:

- Spreadsheet package (Excel)
- Donor software programs
- Latest computer technology -- working connection with all of company's programs and systems.

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's degree in Accounting or Finance.
- Must have 10 years of hands-on accounting managerial experience.
- CPA certification preferred.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Full-time position
- Duties are performed indoors, in an office environment.
- Interaction is required with other personnel, clients, and other external parties.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most functions are performed while seating at a desk or standing up.
- Individual shall require standing for longer periods.
- On a regular day individual might be required to lift to 20 lbs. of weight (i.e., document files, copy paper, etc.)
- Long hours may be required during peak work periods.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Community Assistance Center is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable. Employment at CAC is "at will" and job description does not imply or constitute an offer of employment.