

CONTROLLER – GENERAL ACCOUNTING

JOB TITLE	Controller – General Accounting
REPORTS TO (title)	Director of Finance
DEPARTMENT NAME	Administration

1. PRIMARY PURPOSE -

Under the supervision of the Director of Finance, this position is responsible for assigned day-to-day accounting operations, ensuring accurate financial reporting, and compliance. Key duties include budgeting, cash flow management, grant compliance and preparing financial statements.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES -

- Assisting staff with their month end processes.
- Work with the Director of Finance or CFO on parts of the annual agency budget .
- Work with the Director of Finance to facilitate the Annual Audit and work closely with the auditors to provide requested information.
- Additionally, this position will work with the Controller of Limited Partnerships and Housing to establish and maintain Balance Sheet Reconciliations related to that area of the organization if needed.
- This position is responsible for various month end processes including:
 - Balance Sheet Reconciliations and maintaining certain workbooks related to the monthly close.
 - Income and Expense Review.
 - Recording Monthly recurring Journal Entries.
 - Maintain the lease ledger and make quarterly adjustments to the Right of Use Assets and the Lease Liabilities.
 - Perform quarterly internal audits of the grant draws.
 - Review Accounts Payable Checks prior to authorized signatures.
- This position includes supervision of accounting team members.
- Maintain consistent and punctual attendance as it is a vital function of the role.
- Attend mandatory staff meetings and training.
- Ensure confidentiality regarding record keeping.

3. OTHER DUTIES AND RESPONSIBILITIES -

- Maintain adherence to Company policies, safety/ergonomic standards and good housekeeping practices.
- Perform other duties and responsibilities as required.

4. MINIMUM QUALIFICATIONS AND EXPERIENCE -

- Prefer degree in accounting or Finance.
- 5-7 years of progressive accounting experience
- Experience or familiarity with nonprofit accounting principles.
- Strong attention to detail and accuracy.
- Proficiency with accounting software and Microsoft Excel.
- Ability to manage multiple deadlines in a fast-paced environment.
- **Preferred:**
 - Experience working in a nonprofit or mission-driven organization
 - Knowledge of fund accounting and grant compliance
 - Experience with accounting software programs
- Strong organizational, analytical and time-management skills
- Clear written and verbal communication
- Ability to work independently and as part of a team
- High level of integrity and confidentiality
- Commitment to the mission and values of the organization
- Ability to manage multiple projects simultaneously and adapt to changing requirements in a fast-paced environment.
- Ability to maintain a respectful workplace and model a positive and proactive attitude.

5. **PHYSICAL DEMAND -**

A. The physical effort typically applied in this job includes:

<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	Pulling	<input checked="" type="checkbox"/>	Reaching
<input checked="" type="checkbox"/>	Carrying	<input type="checkbox"/>	Pushing	<input type="checkbox"/>	Shoveling
<input type="checkbox"/>	Other (specify)			<input checked="" type="checkbox"/>	Keying/typing

B. Check the box that best reflects the amount of effort typically applied and the frequency of application:

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 11b.				<input checked="" type="checkbox"/>
Between 1 & 5 lbs.				<input checked="" type="checkbox"/>
Between 5 & 25 lbs.			<input checked="" type="checkbox"/>	
Between 25 & 60 lbs.		<input checked="" type="checkbox"/>		
More than 60 lbs.	<input checked="" type="checkbox"/>			

C. The effort reflected in the above chart is typically applied in the following work positions:

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input type="checkbox"/> Stooping	<input type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

6. **MENTAL OR VISUAL DEMAND -**

<input type="checkbox"/>	Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
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<input type="checkbox"/>	Frequent mental and/or visual attention; the flow of work is either intermittent, or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved.
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<input checked="" type="checkbox"/>	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
<input type="checkbox"/>	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
<input type="checkbox"/>	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

7. WORKING CONDITIONS -

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area:

<input checked="" type="checkbox"/> Dust	<input checked="" type="checkbox"/> Dirt	<input checked="" type="checkbox"/> Heat	<input checked="" type="checkbox"/> Cold
<input type="checkbox"/> Fumes	<input checked="" type="checkbox"/> Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above:

<input type="checkbox"/>	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
<input checked="" type="checkbox"/>	Work is typically performed under reasonably good working conditions; while exposure to any or all the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
<input type="checkbox"/>	The job is often performed under somewhat disagreeable working conditions; exposure to any or all the above elements is likely, with at least one present to the extent of being disagreeable.
<input type="checkbox"/>	The job is continuously performed under disagreeable working conditions; exposure to any or all the above elements is probable, with several being present to the extent of being objectionable.
<input type="checkbox"/>	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

8. ATTENDANCE - Compliance with general company standards is acceptable.

9. SAFETY - Compliance with general company standards is acceptable.

10. FLSA STATUS – Salaried, Exempt

11. SIGNATURES & DATES -

<i>Employee Signature</i>	<i>Date:</i>	<i>Supervisor Signature</i>	<i>Date:</i>

I acknowledge that I have received this position description and understand that it is not a contract of employment. I am responsible for complying with all job duties, requirements and responsibilities contained herein and any subsequent revisions.