

Controller

POSITION OBJECTIVE/SUMMARY:

Under the direct supervision of the President/CEO. The Controller is responsible for all Agency wide financial operations which includes; fiscal services, revenue services, program audits and reimbursement, contract administration, and capital planning. In addition to overseeing these areas, this position may represents the Agency's interests at the local level regarding funding, revenue reimbursement, and financial compliance. This position also advises President/CEO regarding Agency wide financial, contracting, and capital planning issues having a significant impact upon the operations.

MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

- Graduate from an accredited college with a Bachelor's degree in Finance, Business Administration, or Accounting.
- At least five (5) years finance/accounting non-profit organizational management experience in budget development and analysis, fiscal forecasting, cost accounting, reimbursement, funding programs, and/or fiscal systems preferred.
- CPA license is preferred but not required.
- Must be organized, detail oriented and the ability handle confidential information and interface effectively with all levels of management.
- Possess excellent written, verbal communications and interpersonal skills.
- Must have the ability to problem solve, meet deadlines and follow through on work assignments through completion, in a fast-paced work environment.

GENERAL STATEMENT OF FUNCTIONS:

- Oversee the Agency's day-to-day finance/accounting operations and departmental staff.
- Responsible for the development and implementation of short and long range fiscal strategic planning initiatives to ensure that current and future fiscal needs are clearly identified and addressed.
- Work with the President/CEO in the budget preparation process to ensure compliance with directives and recommendations given by the President/CEO.
- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protects assets by establishing, monitoring, and enforcing internal controls.
- Monitors and confirms financial condition by conducting audits; providing information to external auditors.



- Maximizes return, and limits risk, on cash by minimizing bank balances; making investments.
- Prepares budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans.
- Achieves budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions.
- Provides status of financial condition by collecting, interpreting, and reporting financial data.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions.