

POSITION DESCRIPTION

Position: Controller

Program: Administration

Reports to: Vice President, CFO

Status: Exempt

Date Revised: 05/2016

POSITION SUMMARY:

The Controller is responsible for assisting the Chief Financial Officer in fiscal management, planning and other business functions, and in the general management of the agency. The Controller is responsible for all accounting functions including: accounts payable, billing, accounts receivable, general ledger entry and reconciliation, bank and investment reconciliation, cash flow management and planning, monthly financial statements, budgeting and external/internal financial reporting and is a member of the senior management team. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards. The Controller coordinates program requirements with other operational areas and has overall responsibility for the supervision, development and motivation of staff.

OBJECTIVES/ACTIVITIES:

- I. Maintain an accurate and responsive accounting system in compliance with generally accepted accounting principles, funding source and Volunteers of America requirements.
 - A. Maintain non-profit agency financial records in accordance with GAAP.
 - B. Oversee and Manage all agency accounting functions including all payroll functions.
 - C. Supervise accounting staff of 5-7 employees.
 - D. Work closely with management team to fulfill internal and external reporting requirements.
 - E. Establish and oversees fiscal and administrative systems and internal controls to ensure compliance with any applicable laws and adherence to best practices.
 - F. Responsible for all accounting functions including: accounts payable, billing, accounts receivable, general ledger entry and reconciliation, bank and investment reconciliation, cash flow management and planning, quarterly financial statements, budgeting and financial reporting.
 - G. Prepare and monitor budgets, prepare monthly financial reports for Management, Division Directors and Program Directors.
 - H. Maintain accounting system to track and allocate expenditures to specific grants and prepare monthly invoices/billing.
 - I. Work closely with CFO and Division Directors to prepare annual program budgets; assist program staff in monitoring the financial performance of programs.
 - J. Manage and oversee organization's annual audit and tax return, including preparation of all required documents.
 - K. Responsible for Risk Management, General Liability/Auto/Workers Compensation Insurances

- L. Responsible for Medical Benefits and Compensation Negotiation.
 - M. Update schedule of fixed assets annually or as needed.
 - N. Research and facilitate financing for capital purchases, equipment and vendor contracts
 - O. Manage current and long-term liabilities including credit cards, line of credit, and mortgages.
- II. Responsible for monitoring of staff's workloads to achieve established objectives of the department.
- A. Respond for personnel complaints and provides technical expertise to handle exceptions to standard policy.
 - B. Identify resources necessary to attain performance standards.
 - C. Assist with the development of daily, weekly and monthly staffing schedules in order to accomplish program objectives.
 - D. Maintain ongoing employee contact to assure that employee performance is in line with client needs. This includes regular communication with employees, service providers and external county/state/city program representatives.
 - E. Direct available resources as needed.
 - F. Assist with daily workloads, if necessary.
- III. Oversee training, development and motivation of staff.
- A. Interview and hire qualified employees.
 - B. Establish goals and objectives for staff and evaluate achievements of established goals.
 - C. Assist in department orientation and training for new employees to assure quality work, taking corrective action as necessary.
 - D. Identify appropriate ongoing training for existing staff.
 - E. Conduct ongoing performance reviews and recommend salary adjustments for staff.
 - F. Provide progressive disciplinary action for employee performance improvement when necessary.
 - G. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for all personnel.
- IV. Responsible for self-development
- A. Continually learn and enhance technical and interpersonal skills.
 - B. Attend all mandatory training as assigned.
 - C. Attend all Program Director meetings.
- V. Responsible for the dissemination of information to staff and senior management on new developments and the status of activities as it applies to the overall company operations.

- A. Inform senior management of the status of potential workflow problems, allowing senior management to assist with workflow needs to meet program objectives and project future staffing needs.
- B. Communicate new and established procedures and company policies to the staff and insure proper implementation.
- C. Serve as part of the organization management team by providing information and support for the development of quality operations.
- D. Maintain a professional working relationships with all employees.

EQUIVALENT EDUCATION AND EXPERIENCE:

Bachelor's Degree in Accounting or related field is required. CPA and/or MBA preferred. Five years of non-profit accounting experience and at least three years of senior management experience is required. Two years of experience with payroll process using ADP payroll service is preferred. Demonstrated understanding and application of GAAP. Experience with best practice accounting processes for non-profit organizations with multiple programs and funding sources, including government contracts and restricted foundation grants. Ideal candidate must have a strong desire to work for an organization dealing with issues unique to homelessness, substance abuse, young adults, seniors, and persons with disabilities. A valid California Driver's License is required.

SPECIFIC SKILLS REQUIRED:

Leadership skills
Excellent oral and written communication skills
Ability to assist and motivate other people
Organizational skills
Analytical and decision making ability
Advanced Excel Skills
Ability to work independently and collaboratively with a diverse team
Attention to detail, resourcefulness, and ability to meet deadlines
Statistical and mathematical skills

PHYSICAL REQUIREMENTS

Lift and move up to 10 pounds
Stand, walk and sit frequently
Bend and stoop occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are performed independently with direction from the Chief Financial Officer, and guidance from the Chief Operations Officer, Chief Development Officer, and Director, Human Resources. Must be able to work independently toward attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

Plans, directs and coordinates work. Responsible for training, auditing, conducting performance appraisals and providing feedback and disciplinary actions. Salary recommendations, hiring, and terminations are subject to review by Human Resources and ultimately, Chief Executive Director.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with county/state/city and business entities, clients, and all levels of support staff. The Controller is responsible for promoting company image and providing advice on company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Substantial financial loss through loss of business contracts is possible. Responsible for actively participating in the development and adherence to program budgets.

NUMBER OF EMPLOYEES

- 4 Accountant
- 1 Accounts Receivable Clerk

This job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed: _____