Controller

Job Summary:
Under the general direction of the Director of Finance, the Controller is responsible for supporting all aspects of accounting management, from assisting in the formulation of internal controls and policies to the preparation of financial statements, budgets, financial forecasts and required reports. Supports the Director of Finance in ensuring compliance with federal, state, and local laws governing the financial administration of federal and local workforce development programs, including those under the Workforce Innovation and Opportunity Act (WIOA) and all laws governing nonprofit and federal finance and grants management. Manages team of Accounts Payable & Billing Specialists.

Responsibilities:

- Manages all accounting functions, including but not limited to accounts receivable, accounts payable, and month end close.
- Reviews, evaluates and implements accounting systems, policies, and procedures.
- Ensures all financial reports are prepared in a timely and accurate manner.
- Prepares and presents financial statements and related reports including but not limited to balance sheets, income statements, cash-flow reports, budgets, and variance analysis.
- Supervises monthly balancing of books and monthly account reviews; prepares and presents monthly financial statements.
- Coordinates annual single audit and preparation of annual tax documents.
- Directs budget preparation, reviews budget proposals, and prepares necessary supporting documentation and justification for proposed budgets.
- Provide management with timely reviews of the organization's financial status and progress.
- Assists with all cash management related functions, including but not limited to updating daily cash position, accurate reporting of cash receipts and disbursements, analysis of cash flow variances between internal accounts, and review of proposed bank transactions.
- Perform all related duties and responsibilities as assigned.

Required Skills:

- Diversity--Demonstrates knowledge of Equal Employment Opportunity (EEO) policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- 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

- Analytical--Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- 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.
- Technical Skills--Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Quality--Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Strong knowledge of Generally Accepted Accounting Principles (GAAP) and other financial regulations.

Education and Experience:

- Bachelor’s degree (BA) in accounting required; Master’s degree and/or CPA preferred.
- 5+ years of combined accounting and financial management experience, including nonprofit and federal grants management.
- Experience managing substantial budgets (in excess of $50M) with multiple funding sources.
- Significant experience creating, analyzing, and managing financial statements, reports, and forecasts.
- Significant experience preparing financial statements and taxes, including 990 filings, charitable organization filings, and indirect cost applications.
- Experience with general ledger functions, including account reconciliations and month-end/year-end close processes.

Physical Requirements:

- Frequently required to stand, walk and sit
- Frequently required to utilize hand and finger dexterity using a keyboard
- Frequently required to talk or hear
- Occasionally required to lift/push/carry items up to 25 pounds

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<tr>
<th>Job Title: Controller</th>
<th>Department: Finance and Accounting</th>
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<tbody>
<tr>
<td>Reports to: Director of Finance</td>
<td>Effective Date: September 2023</td>
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