

## PURPOSE OF POSITION

**A Controller is responsible for overseeing financial statements, budgeting, cash (treasury) management, tax returns and other regulatory filings, invoices, accounts payable and accounts receivable. Their duties include directing department operations, overseeing the internal controls to ensure assets are protected, compiling financial reports based on financial statements, and implementing policies and procedures for financial reporting.**

The Controller should also assist management in developing meaningful, concise reporting to assist in overseeing the ministry. Such reporting often includes incorporating non-financial and financial information into reports, gathering, and reporting reliable statistical information, etc.

## DUTIES AND RESPONSIBILITIES

### *Common Duties & Responsibilities*

- Assist management with important financial decisions
- Prepare financial documents such as business reports, financial forecasts, and statements to understand the financial state of business
- Supervise employees who work under the controller in preparing financial reports and budgets
- Monitor financial reports and determine ways to reduce costs
- Keep up to date on the financial trends to understand how to find new expansion areas
- Understand the financials of a company to meet legal requirements and keep the financial state in good standing
- Responsible for supervising the accounting department, which will include establishing and maintaining organizational structure and staffing as well as selecting, training, and mentoring of accounting staff, as needed. In addition, the Controller is responsible for the following:

### *Operational*

- Responsible for timely, accurate, and efficient accounting close monthly
- Manages accounting functions on a day-to-day basis including invoicing, accounts receivable, accounts payable, payroll, treasury management, procurement, and general ledger accounting
- Enhances accounting department's use of software and integrates software into accounting processes and procedures
- Performs technical accounting issue research and resolution as necessary
- Assists the CEO and operational management with preparation and completion of the fiscal year budgeting process, evaluates performance against budget, and develops forecasts/reforecasts to provide an accurate projection of financial performance.

### *Financial Reporting*

- Preparation of monthly, quarterly, and annual financial statements in accordance with US GAAP
- Supervises the preparation of the monthly management financial reporting package, including variance analysis

- Reporting of operational data to key members of leadership team, including key metrics on inventory
- Coordinates the creation of Board of Directors reporting packages
- Manages the annual financial audit process performed by our independent CPA firm.

### *Internal Controls*

- Develops, analyzes, documents, and implements internal controls
- Develops, maintains, and enhances accounting and finance policies, processes, and procedures to comply with US GAAP
- Seeks opportunities to revise or create new policies and procedures to improve efficiency and effectiveness.

### *Other*

- Responsible for local, state, and federal tax compliance and reporting (including payroll, property and sales and use tax compliance and reporting)
- Manages preparation of regulatory filings
- Establishes and implements short and long-range accounting department goals, objectives, policies, and procedures
- Manages projects and initiatives as assigned.

## **SKILLS REQUIREMENTS:**

- Bachelor's degree in accounting or related field
- Management experience building and leading teams
- General ledger and other accounting systems experience
- Advanced Microsoft Excel and Google Sheets experience
- Nonprofit experience preferred