



**Job Description:** Controller

**Department:** Finance

**Reports To:** Executive Director

**Supervises:** Accountant and Bookkeepers

**Starting Salary:** \$94,640 - \$98,280

Exempt Executive Leadership Position

35 hours per week

Full benefit package starting the 1<sup>st</sup> of the month after 30 days (health, dental, vision)

403B day one Pension, ACE matches up to 7%

2 weeks vacation, increases with tenure

Monthly accrued sick time

3 personal days

17 holidays including your birthday

## **Job Summary**

The Controller performs administrative financial management work, directing ACE of NEPA's (ACE hereinafter) fiscal activities. This includes responsibility for planning, coordinating, directing, and evaluating a comprehensive, Agency-wide financial management system with a system for managing different departments. The Controller ensures the integrity and accuracy of financial data, oversees budget development and monitoring, and enforces compliance with internal controls, grant requirements, and applicable laws and regulations. Supervision is exercised over a team of administrative, professional, and clerical personnel.

Assignments are varied in nature and are carried out in accordance with policy guidelines, strategic goals and objectives, applicable rules and regulations, and Generally Accepted Accounting Principles (GAAP). The Controller reports directly to the Executive Director and plays a key role in organizational leadership and strategic planning.

The Controller will be a team player with the ability to multi-task, be forward thinking and able to comply with Federal and State legal/financial requirements. The controller travels to attend professional development opportunities, including out-of-town travel.

## **Essential Job Responsibilities**

- Plans, assigns and reviews the work of a staff engaged in processing checks, vouchers, invoices, payroll, and other financial documents. Determines workload, assignments and priorities.
- Reviews and approves payrolls, expenditures, and accounting entries and records, prepares complex accounting transactions.
- Allocates program costs and expenditure to the appropriate program codes. Monitors rate of expenditure and prepares contract modifications.

- Prepares contract modifications, financial information for the ACE/SLRDC budgets, narratives and fiscal grant applications.
- Strict oversight of Federal, State and Local awards following Grant regulations.
- Develops budget projections and performs financial analysis.
- Establishes internal financial management procedures and reporting systems, prepares comprehensive reports and analysis, and makes changes as appropriate.
- Evaluates the financial management procedures of contractors and sub-grantees.
- Prepares information for Agency-wide audits and manages ACE's responses to internal and external audits.
- Prepares information for programs or grant specific monitoring reviews.
- Generates financial reports for funding sources and the Board of Directors
- Maintains strict confidentiality of the program's children, families and staff in accordance with established policies and procedures and applicable law
- Functions as mandated reporter reporting any allegations of alleged child abuse/neglect to appropriate Child Welfare Agency
- Ensures policies and procedures are in place and maintained for proper fiscal control and accountability.
- Participates actively in opportunities for continuous professional development
- Performs related work as required
- Attends monthly Board Meetings and quarterly SLRDC Board Meetings

### **Required Knowledge, Skills and Abilities**

Thorough knowledge of financial principles, practices and procedures

- Knowledge of governmental and nonprofit accounting principles, and GAAP.
- Ability to plan, develop and evaluate comprehensive accounting and financial management systems.
- Ability to prepare and analyze program budgets, financial statements and comprehensive fiscal reports of a multi department, multi/grant Non for Profit Community Action Agency.
- Ability to plan, assign and review the work of a staff of employees engaged in financial management activities.
- Ability to identify and resolve complex financial and budgeting issues and situations.
- Ability to establish and maintain effective working relationships with subordinates, associates, and the public.
- Intermediate to advanced computer skills. Knowledge of Microsoft Office products, Google Drive, and on-line database systems. Knowledge of SAGE accounting system and ADP preferred.

### **Required Education/Experience**

Completion of a Bachelor's Degree at an accredited college or university, with major coursework in accounting, financial management or a closely-related field Five years of progressively responsible experience in accounting or financial management or any equivalent combination of acceptable education and experience that has provided the knowledge, skills, and abilities cited above, preferably in the Non-Profit sector.

Valid Driver's License and automobile insurance required.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and stand. There is occasional lifting and/or moving of up to 25 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate
- Possible exposure to blood and bodily fluids or tissues
- Possible exposure to communicable diseases
- Tasks will involve handling implements or utensils, use of public or shared bathroom facilities, computers and telephones

### **Non-Discrimination Statement**

ACE of NEPA provides equal employment opportunities to all employees and applicants for employment in every location in which the Agency has facilities. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status, or any other basis protected by applicable federal, state or local laws governing nondiscrimination in employment. The Agency will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, as Amended (ADAAA).

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed

**ACE of NEPA is a Drug Free Workplace.**