



POSITION DESCRIPTION

Controller	
Department: Accounting	Status: Regular Full-time, Exempt
Reports to: Chief Financial Officer	Last Reviewed: February 2025
Titles reporting to this role: Accounts Payable Specialist; Staff Accountant; Senior Grants Accountant	Next Review Date: TBD

Position Summary:

The Controller is responsible for directing the daily operations of the Finance Department, including accounts payable, accounts receivable, general ledger, daily cash management, fund accounting, budgeting, financial reporting and analysis, and coordination of audits. The Controller is also responsible for implementing a management and reporting system for organization contracts and grants, serving as a key link between fiscal, resource development, and program staff. The Controller will support the CFO in the implementation of agency strategic plans.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

General Duties

Compiles and analyzes financial information to prepare entries to general ledger accounts that document business transactions. Reviews and approves accounting staff entries. Analyzes financial information detailing assets, liabilities and capital, minimally quarterly. Prepare statements of financial position, statements of activities and other financial schedules/reports to summarize the Agency's financial position and results of operations. Establishes, modifies, documents and coordinates implementation of accounting and accounting control procedures. Devises and implements systems for general accounting. Monitor daily cash activity, providing status reports to corporate officers. Implement a continuous improvement philosophy, looking for ways to improve current processes and use of systems. Compile and analyze data, as appropriate.

Accounts Payable/Purchasing

Oversee the Accounts Payable operations to ensure invoices and cash disbursements are processed accurately and promptly, with correct expense coding. Manage the Purchasing function to guarantee the timely and accurate procurement of products and services.

Accounts Receivable

Manage the Accounts Receivable function to ensure the accurate and timely processing of invoices, contract vouchers, and cash receipts, with correct revenue coding. Oversee and implement collection efforts for outstanding receivables.

General Ledger

Includes the following, and/or review and approve the following activities performed by the Senior Accountant:

1. Process credit/debit card transactions and record in general ledger.
2. Review accounts payable debit memos and accounts receivable credit memos prior to posting to general ledger.

3. Prepare cost allocation entries (e.g. occupancy, program cost, food service, transportation, and management & general).
4. Prepare payroll journal entries prior to posting to general ledger.
5. Prepare other journal entries (including standard entries).
6. Review all proposed journal entries prior to posting to general ledger.
7. Post all entries to general ledger and prepare draft of financial statements.
8. Reconcile bank accounts monthly.
9. Reconcile other balance sheet accounts at least quarterly or more frequently as needed.
10. Review monthly trial balance for accuracy of accounting, including proper fund accounting.
11. Review draft of financial statements.
 - a) Review program and department income statements and follow-up on all material variances from budget with Directors and/or VPs.
 - b) Provide preliminary financial statements and analyses to Chief Financial Officer.
 - c) Make any necessary adjustments and prepare final financial statements for review by Chief Financial Officer.
12. After financial statements have been approved by Chief Financial Officer, close general ledger for month.

Annual and Funder Audits

Prepare and/or review audit schedules for external auditors. Assist A/R Accountant with developing the Schedule of Expenditures of Federal Awards (SEFA), as necessary. Collaborate with external auditors in completing the audit in a timely manner.

Annual and Funder Budgets

Responsible for consolidating and compiling all program budgets while coordinating the annual and funder budget process with VPs, Department/Program Directors.

Financial Projections and Analyses

In conjunction with the CFO, prepare projections for each program and department as needed. Consolidate all program projections for the preparation of an Agency-wide Projection. Prepare financial analyses as necessary or as requested by the CFO.

Program and Contracts/Grants Accounting and Reporting

Assists in evaluating all new and renewal funding opportunities. Creates and executes the contracts management plan for each new restricted funding opportunity. Serves as the primary point of fiscal contact both internally with Resource Development and Program staff, and externally with funders, in as effort to respond to requests for information in a timely manner. Develop and enforces policies and procedures for the preparation of all funders' and restricted budgets.

Tracking

Monitors allowable expenses and communicates with program staff regarding spending on a contract-by-contract basis. Documents and signs-off on the tracking of time through providing grant and activity detail. Reviews and resolves funder disallowances or deletions.

Monitoring

Collaborates with finance staff on preparing and submitting financial reports on restricted funding. Plans and coordinates monthly/quarterly contract review meetings. Ensures contract budget-to-actual financial reports are distributed on a timely basis to staff. Oversees financial operations to ensure budget management, compliance, and contract optimization. Key responsibilities include reviewing budget variances with program leaders,

developing corrective action plans, and providing technical support. The role also monitors restricted funding compliance, prepares for audits, and ensures effective communication between finance and program teams to maximize contract utilization. Additionally, it involves identifying and communicating the need for budget adjustments to maintain financial stability and performance.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills testing. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to perform the essential functions.

Education/Experience:

Bachelor's degree in accounting, finance, or related field (Master's degree preferred). Minimum 5 years of experience accounting, financial management, or grants administration. CPA designation is preferred. Work experience preferably in the nonprofit sector. Supervisory experience required.

Language Skills:

Bilingual in Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Minimum intermediate proficiency with Microsoft Word and Excel is essential. Experience with general ledger software application is essential. Experience with Fund EZ accounting application is helpful.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Operating Environment and Working Relationships:

This position works collaboratively and routinely with programs, departments and agencies.

Decision Making Authority:

Exercises discretion, independent judgment in executing tasks.

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 job. 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, talk and listen. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

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.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature / Firma de Empleado: _____

Date / Fecha: _____

