

JOB DESCRIPTION

PROGRAM: Administration & Planning

JOB TITLE: Controller

JOB CLASSIFICATION: Exempt

PAY GRADE: EM 5

JOB SUMMARY

The Controller has the responsibility for ensuring corporate financial compliance by having thorough knowledge and application of Generally Accepted Accounting Principles (GAAP) and grantor/governmental regulations. The Controller provides technical assistance, guidance and support to programs and departments on budgeting, financial reporting, GAAP, and grantor/governmental regulations. Work involves oversight and direction of audit, tax-related and other financial reporting, accounting, purchasing, and insurance activities of the organization. This position is also responsible for helping to create or change, implement, and enforce accounting policies and procedures as required to maintain the financial health of the organization. The Controller will ensure the organization has the systems and procedures in place to support effective program implementation and conduct flawless audits and will work closely with program leaders and their staff, not only to educate them regarding finance and accounting procedures, but also to explore how the finance function can support program operations. Initiative and independent judgement are to be exercised within the framework of existing policies, procedures and precedents.

SUPERVISORY RELATIONSHIPS:

Reports To: Chief Financial Officer

Supervises: Financial Management staff

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting or finance with five years accounting experience, either of which includes supervisory and computerized fund accounting experience; a Master's in Business Administration and/or CPA credential is a plus, but not required;
- Experience which demonstrates technological competence, including the ability to understand, capitalize upon and enhance information systems within the framework of a complex computer network utilizing common word processing, electronic messaging, spreadsheet and database software;
- Ability to communicate effectively with oral, written and computerized graphic methods;
- Strong knowledge of English grammar, punctuation and spelling as demonstrated by above-average writing skills; and,
- Proficiency with computer systems, preferably Microsoft Office Suite and extended components.

GENERAL REQUIREMENTS

- Valid driver's license and the daily availability of a vehicle carrying adequate insurance;
- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, and FBI Clearance (for any staff who has not been a Pennsylvania resident for the previous five years) current within 90 days of employment; and Motor Vehicle Record check;
- Mandated Reporters of Child Abuse training completed within 30 days of hire;
- Mental and physical ability to perform essential job functions without any health restrictions,

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including the ability to sit for long periods of time, carry up to 20 pounds unassisted, have unrestricted use of the upper body, finger dexterity, and corrected or uncorrected hearing and vision within normal ranges;

- Knowledge of Uniform Guidance 2CFR part 200;
- Adhere to STEP Personnel Policies;
- Flexibility to work altered and non-traditional work schedules necessary to meet the deadlines of the corporation; and,
- Participation in job-related trainings, as assigned.

RESPONSIBILITIES

- ❖ Safeguards assets and assures accurate, compliant and timely recording of all accounting transactions by implementing disciplines of internal audits, controls and checks across all programs;
- ❖ Provide technical accounting assistance and GAAP guidance and support to all programs/departments;
- ❖ Coordinates work relating to both internal and external audits in the periodic review of the agency's financial records, and is responsible for the agreed upon recommendations resulting from the audit process;
- ❖ Preparation of annual IRS 990 report and Schedule of Expenditure of Federal Awards (SEFA) report;
- ❖ Interfaces with outside audit firm(s), banks and insurance agents, as well as local/state/federal grantor personnel, regarding compliance with grantor regulations;
- ❖ Assists the Chief Financial Officer in the development of agency/program budgets for compliance with GAAP and grantor regulations and Uniform Guidance 2CFR and Part 200;
- ❖ Effectively supervise Financial Management staff, as assigned;
- ❖ Develops and reviews contractual documents for goods and services with subcontractors;
- ❖ Develops, improves upon and issues monthly financial records for the Chief Financial Officer and the President & CEO on a timely basis;
- ❖ Reports to the Board of Directors, when necessary, in writing and verbally;
- ❖ Collaborates as part of the corporate administrative team;
- ❖ Represents the agency at local, regional and state meetings, as appropriate; and,
- ❖ Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- ❖ Knowledge of the following:
 - Effective customer service principles;
 - Standard office procedures and practices conduct and action necessary in maintaining harmonious working relationships;
 - English grammar, spelling and punctuation; formatting standards recognized by business professionals; and,
 - Microsoft Office Professional Suite, Microsoft Publisher, Windows, Adobe Acrobat Writer/Reader, and the Internet.
- ❖ Skill in the following:
 - Communicating and interacting with a variety of people, such as customers, staff, community resource personnel, and the general public;
 - The use of tracking and reporting systems, including automated management information systems;
 - Written communication, including knowledge of English grammar, spelling and

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punctuation as they would relate to the production of reports, work plans, and other operational documents;

- Using a networked computer system, including various media formats, keyboard, mouse, scanner, and printers (laser, inkjet and copier) for operation of software; and,
 - Using word processing, spreadsheet, database, presentation, organizational, Internet browsing, e-mail, scanning, graphics editing, desktop publishing, and document conversion software for document creation and informational assistance and management.
- ❖ Ability to perform the following:
- Learn, implement and effectively utilize evolving technologies and informational systems within an office environment;
 - Proofread information for conformance with instructions or for compliance to specific administrative or procedural rules;
 - Efficiently answer a wide variety of questions from telephone inquiries or walk-in customers including questions and inquiries from staff, partnering agencies, businesses, vendors, and the general public, and to deal with customers in an empathetic manner;
 - Create and effectively utilize databases and spreadsheets, utilize standardized formulas correctly, perform consistently accurate data entry, and print reports;
 - Utilize new and/or evolving electronic hardware and software products for document creation and production;
 - Daily record keeping functions and to prepare required reports as requested;
 - Understand and follow oral and/or written instructions, some of which may include multi-faceted procedures, and to work independently of direct supervision;
 - Keep simple and complex records accurately, and to prepare accurate reports;
 - Collect, organize and process information for requested reports;
 - Organize and prioritize work, and to develop effective work methods in an area which involves variable phases or different techniques and procedures;
 - Collect, organize and process information, as requested;
 - Project a positive and professional image;
 - Establish and maintain effective working relationships with all customers;
 - Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious and linguistic identities or backgrounds;
 - Understand problems of customers and the ability to exercise sound judgment in appraising needs of customers and directing them to appropriate service to meet their needs;
 - Interact effectively with people from varied social, economic and educational backgrounds; and,
 - Maintain confidentiality at all times.