

Controller

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks across all departments
- Manage the accuracy and productivity of day-to-day activities of accounts payable, cash disbursements, invoicing/billing, customer credits and collections, payroll, perpetual inventory integrity, fixed asset records, general & entity accounting, cost accounting, Human Resources, and Operations etc.
- Develop, improve and issue timely monthly financial records for Executive Director, Development and Board of Directors
- Assure financial plans are consistent with organizational goals
- Provide financial analysis tools to evaluate company ventures or special projects, programs, capital expenditures, products costing, etc. when necessary
- Manage commercial banking relationships to facilitate an appropriate credit resource under highly competitive terms
- Assure that assets are not awkwardly encumbered with personal guarantees or unrealistic commitments
- Work closely with Executive Director in the development and economic evaluation of various fringe benefit programs for staff and program components
- Interface with outside audit firms(s), banks and lessors, casualty/liability insurance agent(s), credit card companies, and collection agencies
- Provide a visionary and leadership implementation role on behalf of Finance and Human Resources to all departments, creating a well-respected and sought after department goal
- Report to the Board of Directors when necessary in writing and verbally
- Supervise overall Operations (including: Safety, Security, Computer Services and Building Maintenance)
- Other duties as necessary

SUPERVISORY RESPONSIBILITY

Manages the overall direction, coordination, and evaluation of the Accounting/Finance, Operations, & HR Departments. Carries out supervisory responsibilities in accordance with the company policies and applicable laws. Responsibilities include interviewing, hiring, planning, assigning, directing work, rewarding, disciplining employees, performance reviews, and addressing complaints and resolving problems.

QUALIFICATIONS

Education and Experience: Bachelor Degree (B.A.) from four-year college or university; Master's preferred; five or more related experience and/or training, or equivalent combination of education and experience. CPA license is preferred but not required.

LANGUAGE AND MATHEMATICAL SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to respond effectively to the most sensitive inquiries and complaints. Effective and persuasive presentation skills on controversial or complex topics to top management, public groups and/or board of directors.

Must be able to calculate figures and amounts for all bookkeeping, payroll, budgets, statistical analysis and probability statements. Controller must use the utmost discretion in all

presentations/correspondence and communication for staff, Board of Directors and Executive Director.

WORK ENVIRONMENT AND ENVIRONMENTAL CONDITIONS

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 hectic and often chaotic with a moderate to loud noise level. The ability to be flexible is crucial in this position. Multi-tasking is a daily event and the ability to re-focus priorities is a must. Environment also includes constant interruption of focus based on interaction between youth ages 8-20. Requires substantial tolerance and patience.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Company is an affirmative action EEO employer and does not make employment decisions based on race, color, religion, national origin, age, sex, sexual preference, physical or any other type or disability.