

DOWN EAST PARTNERSHIP FOR CHILDREN

POSITION: **Controller**

REPORTS TO: **Operations Director**

CLASSIFICATION: **Exempt**

HOURS PER WEEK: **37.5 Hours**

DATE: _____

APPROVED: _____

Executive Director

PRIMARY PURPOSE:

Responsible for working independently to perform the accounting and reporting function for DEPC under the direction of the Operations Director. Performs technical accounting tasks, performs general ledger analysis and reconciliation, and prepares financial reports. Ensures the accuracy of inputting and processing accounting data and reporting. Measures and reports cost of operation to the Operations and Executive Directors. Provides other financial and compliance services as directed.

ABILITIES NEEDED:

- Strong analytical skills
- Strong problem-solving ability
- Excellent written and oral communication skills
- Excellent organizational skills including maintaining detailed and accurate files and records.
- To work independently
- To be a part of a team
- To maintain strict confidentiality in all matters pertaining to personnel and operations management matters.
- To manage multiple tasks and processes simultaneously
- Adapt to a changing work environment.
- Periodically work extended workdays or weekends.
- Operate an automobile and possess a valid driver's license.

WORK EXPERIENCE REQUIREMENTS/REQUIRED KNOWLEDGE:

- Bachelor's degree (BS) in Accounting (or other related finance, management, or business degrees) from an accredited four-year college or university preferred; AND
- Four (4) years progressively responsible experience in bookkeeping, accounting, business/office management, or other related experiences, including general ledger analysis/reconciliation and financial statement preparation and presentation; and exposure to automated accounting systems including general ledgers and accounts payable.
- General knowledge of GAAP (Generally Accepted Accounting Principles), including accounting rules and regulations promulgated by the Financial Accounting Standards Board (FASB).
- Thorough knowledge of the principles, practices, techniques, and procedures utilized in not-for-profit accounting and effective business management.
- Broad range of accounting knowledge, including experience with general ledger analysis/reconciliation and financial statement preparation and presentation.
- Thorough knowledge of automated accounting systems, including general ledger and accounts payable.
- Intermediate-level spreadsheet and word processing software skills to include creating finished documents that are professional in appearance.
- Supervisory experience

Essential Responsibilities with Related Job Expectation Standards:

Makes recommendations and implements effective policies and procedures to ensure proper accounting, reporting and internal controls are in place.

a) Follows policies and procedures, promoting productivity and efficiency while being attentive to deadlines and time pressures.

- Ensures the implementation of accounting and finance policies and procedures in a timely manner.
- Ensures the confidentiality of information.

b) Performs the following accounting services:

- Reviews and approves all accounting source documentation, including but not limited to, accounts payable invoices, cash receipts, and journal entries.
- Notifies staff of potential errors from above review.
- Confirms cash availability prior to processing payments.
- Prepares cost allocations and other journal entries as needed.
- Bid insurance coverage for Director's & Officer's, Commercial Liability, Property, Employee Dishonesty and Workers' Compensation every three years
- Oversees fixed asset management to include obtaining approval for the disposal of equipment
- Prepares monthly bank reconciliations in the accounting system.
- Prepares Internal Revenue Service (IRS) Forms 1099 and 1096 as needed.
- Creates standard and custom reports generated by Abila MIP Fund Accounting.
- Reviews auditor journal entries for accuracy, reconciling net assets to the auditor's report by fund and fund type.
- Prepares sales tax claims for refunds.
- Exports data to NCPC for reporting purposes and coordinates information transfers to NCPC.
- Maintains Abila MIP Fund Accounting security and user accounts.
- Set up and maintain custom reports required for preparation of annual financial statements and related footnotes and schedules.
- Prepares the annual financial statements, footnotes and schedules.
- Prepares the audit package, and for audits, as required by funder.
- As requested, provides reports for information related to auditing, monitoring and other requests from external organizations.
- Provides prompt follow-up to assist with resolution of accounting issues related to financial monitoring or audit findings.
- Prepares general ledger account reconciliations that support balance sheet accounts.
- Manages monthly and year-end closing processes in a timely and efficient manner.
- Prepares timely and accurate financial statements, including balance sheet and expenditure reports (FSRs).
- Ensures timely and accurate delivery of accounting and managerial information as needed.
- Provides financial assistance with business decisions, as needed.

c) Performs the following human resources services:

- Criminal background and credit checks
- W-9 and E-Verifications
- Initial input of employee information into personnel database
- Maintains personnel file to include initial employment information and all subsequent actions
- Maintains staff job descriptions and reviews for appropriate classification.
- Maintain personnel changes to update payroll
- Reviews input, obtains approval and transmits payroll changes to payroll company
- Bid benefits package at least every three years

d) **Performs compliance and other business functions including, but not limited to, the following:**

- Performs or assists with performing internal audits or similar functions.
- Manages the preparation of IRS Form 990.
- Prepares general ledger account reconciliations, in addition to those noted in accounting services.
- Prepares IRS Form 941 reconciliations.
- Provides technical assistance with resolution of accounting issues related to financial monitoring or audit findings.
- Provides training and technical assistance on Citrix MIP Fund Accounting reporting functions (running reports, maintaining folders, charting, etc.) to operations staff
- Provides assistance in hiring and training fiscal staff.
- Oversees the maintenance of the Accounting and Auditing policies and procedures manual.
- Responsible for Finance Committee support to include presenting to the Board.
- Provides financial Board/Committee reports and financial data in annual reports.
- Oversees the investment policy, Board/Committee requirements and advisor.
- Performs or assists with monitoring of service activities.
- Assist with the development of contracts agreements, as needed.
- Oversees DEPC's record retention process.

Effectively interacts with all external customers including state agency representatives, auditors, and others.

- Visibly supports and actively participates in carrying out DEPC's mission, goals and objectives.
- Ensures effective overall communication and dissemination of information.
- Provides effective financial technical assistance to staff to correct accounting deficiencies or to implement new programs as needed.
- Deals effectively with individuals at all business levels and a variety of situations requiring tact, judgment and composure.

Informs the Operations Director regarding operations, issues, and needs of DEPC

- Monthly review of expenditures compared to budget to ensure that expenditures and rates are accurate and appropriate.
- Reviews monthly checklist and performs monthly review of audit trial balance by fund (for all funds) and consolidated trial balance for reasonableness and notifies directors of potential and actual errors.
- Identifies problem areas and provides solutions in accounting-related areas.
- Measures and reports results.
- Advises Operations Director of concerns on a timely basis.
- Identifies needed changes in financial policies and procedures, and provides recommendations for effective solutions.

Identifies needed areas of self-improvement and actively pursues appropriate means and methods to increase effectiveness in those areas.

- Effectively applies developmental training and constructive feedback.
- Pursues self-study and continuing education in field of expertise.

Secondary Responsibilities:

Attend Budget, Operations Managers, Operations team meetings, DEPC staff meetings and retreats which may include an out of town retreat
Any other duties as deemed necessary by the Operations and/or Executive Director

Positions Supervised: Accounting Specialist, Accounting Coordinator, Family Resource Center Coordinator

EDUCATION:

- Bachelor's degree in Accounting or equivalent experience with a minimum of four years of progressively responsible professional experience in accounting. CPA preferred.

PHYSICAL REQUIREMENTS:

- While performing this job the employee is:
 - Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear
 - Periodically required to stand; walk, stoop, kneel
 - Occasionally required to lift up to 25 pounds
- Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer
- The position also requires the ability to periodically work under time pressure.

Salary Range: \$70,000 - \$80,000 per year, plus a 17% benefits package (can choose from a variety of benefits.)

To apply: forward cover letter and resume to: Lori Winstead, Director of Operations, DEPC at: lwinstead@depc.org.