

# Job Description

TIME FOR CHANGE  
FOUNDATION



## Controller

The Controller will oversee the organization's financial reporting and recordkeeping of the day-to-day activities and support all accounting operations by controlling and verifying all financial transactions within the Accounting Department and reporting directly to the Director. The Controller position is also accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply within generally accepted accounting principles or international financial reporting standards.

## Responsibilities

1. Assure the timely reporting of all financial statements for month-end and year-end reporting requirements
2. Oversee all accounting ledgers ensuring they are up-to-date, accurate and meet GAAP/GASB standards
3. Oversee all cash management and risk management
4. Ensure accounting policies and procedures are adhered by and implement new procedures as needed to remain in compliance
5. Ensure compliance with GAAP principles
6. Assure the monthly closing of all financial statements, with reporting completed in a timely and professional manner
7. Verify, allocate, post and reconcile accounts payable and receivable
8. Ensure that accounts receivable is collected promptly
9. Produce error-free accounting reports and present their results
10. Analyze financial information and summarize financial status
11. Spot errors and suggest ways to improve efficiency and spending
12. Review and recommend modifications to accounting systems and procedures
13. Oversee senior accountant and accountant associate's work
14. Participate in financial standards setting and in forecast process
15. Provide input into department's goal setting process
16. Prepare financial statements and produce budgets according to schedule
17. Assist with tax audits and tax returns
18. Direct internal and external audits to ensure compliance
19. Support month-end and year-end close process
20. Prepare balance sheet and bank reconciliations
21. Supervise billing for accounts receivable, payroll, and workers comp audits.
22. Prepare and manage budgets.
23. Develop and document business processes and accounting policies to maintain and strengthen internal controls
24. Liaise with our Director to improve financial procedures

## Qualifications

1. Organizational skills.
2. Works well under pressure.
3. Willing to take initiative, self-starter.
4. Governmental and local Grant tracking reporting experience a must.
5. Active listening and learning abilities.
6. Ability to develop timelines and schedules for compliance assurance

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7. Ability to work weekends and flexible hours if needed
8. Experience and knowledge working with Accounting Financial Systems
9. Advanced experience in Microsoft Excel, Word and other programs
10. Reconciliation's experience.
11. Strong Analytical Skills.

## **Minimum Education/Experience**

1. Master's degree in accounting
2. At least ten years' experience working in accounting.
3. At least 3.5 years working as Account Manager/Controller.
4. QuickBooks experience

## **Salary**

- \$80,000-100,000 annually

## **Position Type**

- Full-time.

## **Location**

- San Bernardino, CA