

Job Title: **Controller**

Exempt

Department: Fiscal

Supervisor: Chief Financial Officer

**Function:**

Reporting directly to the CFO, the Controller is responsible for maintaining the organization's financial records and producing accurate, timely and consistent financial reporting.

**Minimal Qualifications:**

*Education:* BA or BS in Accounting from accredited university

*Experience:* 5 years of progressive accounting responsibility (required) Prior experience as a controller or in public accounting

*Skills and Abilities:*

- Experience with multi-segmented chart of accounts, scalable chart logic and fund accounting; experience with cost analysis and allocation; strong verbal and written communication skills
- Advanced experience with Microsoft Office Products – Excel, Word, Powerpoint
- Comprehensive understanding of accounting and budgeting processes, internal controls computerized accounting systems
- Excellent written and verbal communications skills
- Must have a valid NC Driver's license and the ability to pass a background check

**Principal Duties and Responsibilities:**

- Work with CFO to develop accounting systems, procedures and policies to ensure compliance with appropriate federal and state regulations and generally accepted accounting principles
- Ensure the accuracy of daily and monthly entries to ledger accounts and periodically reconcile subsidiary ledger accounts to the general ledger
- Reviews and approves journal entries and purchasing requisitions entered by accounting assistants, clerks and other agency staff
- Lead monthly close of books and perform monthly bank and other account reconciliations
- Prepare balance sheets, profit and loss statements and other financial reports for review by the CFO and senior leaders
- Work with CFO to prepare for annual audit; communicates with auditors, vendors and others
- Monitor compliance with regulations relating to financial record keeping and personnel matters
- Provide accurate benefits enrollment/changes of all employees in the payroll system
- Key punch general ledger entries, post and file accurately
- Transmit employer and employee contributions and/or loan payments to the retirement plan
- Transmit the direct deposit payroll, stipend/travel vendor payments and payroll taxes
- Assist CFO and agency leadership with budget development for grant applications
- Assist CFO in analyzing current costs, revenues, financial commitments, and obligations incurred to forecast future revenues and expenses
- Prepare the annual Compliance Report for the agency retirement plan in a timely manner
- Preparation of reports including federal and state payroll tax reports, W-2s, 1099s, sales and use tax refund reports

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- Demonstrate expertise in the organization's grant areas that may include gaining knowledge of complex technical and legal reporting requirements for Head Start, CSBG, Weatherization, Senior Companion/Foster Grandparents, City of Goldsboro, County of Wayne, United Way and all other funding sources.
- Assist CFO with managing monthly, quarterly, semi-annual and annual grant reporting
- Works with Human Resources and benefits vendors and insurance providers.
- Travel periodically for job related training and professional development.

**Performance Dimensions:**

- Maintains program and fiscal integrity
- Develops positive working relationships with team members and staff
- Demonstrates productivity and efficiency
- Interacts with vendors and staff in a professional, friendly and hospitable manner

**Physical, Mental and/or Visual Demands**

*Physical Requirements:* Low physical effort required to sit or stand using keyboard and monitor. Ability to communicate verbally, both in person and via telephone or internet. Limited requirement for bending, stooping, lifting or walking. Maximum unassisted lift is 35 lbs. Mental and visual concentration required for preparing and analyzing data using a computer.

*Equipment Used:* Computer, telephone, scanner, copy machine, printer, fax and other general office equipment

**Acknowledgment:**

This position is an exempt position.

The first 90 days of employment are considered an introductory, or orientation period for employees. During this time an employee may resign with or without cause. Likewise, an employee may be released with or without cause during the 90-day period considered the Introductory Period.

**Employment is "at will" both during and after the orientation period.**

This position description describes the general nature and level of work performed by the individual assigned to this position and should not be interpreted as all inclusive. It does not state or imply these are the only duties and responsibilities assigned to the position. The employee may be required to perform other job-related duties. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

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Employee Signature

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Date

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Employee Name (Please Print)

**Compensation: \$50,000-\$55,000 (entry)**