

Job Description: Controller  
Department: Administration  
Last Revised: 02/2023

### **Definition**

The Controller plays a central role in developing, maintaining, directing, and overseeing The Children's Cabinet's finance and accounting activities. The Controller works independently and collaboratively with staff, the CEO, COO, CFO, and Program Directors. She/he is primarily responsible for efficiently processing, accurately, and timely recording all accounting transactions. Other responsibilities include: maintaining the general ledger, monitoring and supervising the processing of accounts payable, preparation of accounts and monthly billings, preparation of grant and contract financial reports, semi-monthly payroll processing, and audit preparation and implementation. This position reports to the COO.

### **Supervision Exercised**

Directly supervises the staff working in finance.

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### **Duties**

- Documents and implements an internal control system that continuously monitors critical areas of financial control, identifies problems, and implements corrective action.
- Ensures annual audits are performed in accordance with OMB Circular A-133, GAAP, and/or other applicable regulatory standards.
- Process or supervise the processing of accounts payable and receivable transactions, billings, and cash receipts.
- Prepare, review, correct, and distribute the monthly budget to actual reports for each Cabinet project
- Maintain daily cash balance and assist with cash flow forecasting.
- Ensure preparation of bank account reconciliations and general ledger account analyses and reconciliations are completed monthly and quarterly per approved policies and as needed.
- Direct the preparation and perform final review of financial reports and other documents to be submitted to government agencies, funding sources, and other parties
- Oversee the semi-monthly payroll process and maintain records in relationship with Human Resources
- Prepare and submit government filings and reports with CFO (including working with audit firm that prepares Form 990)
- Coordinate the annual budget process and track actual performance against the annual budgets. Provide regular feedback and direction regarding budgetary status.
- Develop and implement an effective billing system that assures all services are billed correctly, including proper documentation, and minimizes the time necessary to collect payments.
- Develop and implement a continuous financial training program for staff at all levels of the organization, and measure the impact of that training in terms of improvements and compliance.
- Oversee all bank and electronic deposits and transfers, credit card receipt transactions, and review deposits.
- Assists in monitoring current requirements of Federal and State regulations with respect to Program and Project financial reporting. Meet with program staff as needed related to monitoring project progress.
- Ensure compliance with local, state, federal, and contract budgetary reporting requirements.
- Ensure the accurate billing and reporting to funding sources as required in the grant or contract documents
- Oversee the insurance policies for the Cabinet with input from CEO and COO
- Achieve an understanding of the agency mission, strategic focus areas, and overall goals and objectives. Contribute to the success of these areas.
- Evaluate the department's structure for continual improvement of efficiency and effectiveness, and provide direct reports day-to-day management
- Participate and present financial reports to Finance Committee, Board of Directors, and Management Team, in conjunction with the CFO as needed.
- Participate fully as a member of Senior Management.

- Perform other duties as assigned.

## **Entry Level Qualifications**

### **Knowledge of/ Experience in**

- A strong understanding of finance and accounting practice, with grants management experience
- Mastery of finance, accounting, budgeting, and cost control principles, including an understanding of generally accepted accounting principle (GAAP), internal controls, and financial reporting
- Strong computer skills, including advanced knowledge of Microsoft Excel
- Experience with allocations of shared cost; familiarity with US Government negotiated indirect rates and methodologies a plus
- Maintaining accurate financial records and preparing accurate reports for informational, auditing, and operational use
- Familiarity with nonprofit industry accounting practices, reporting requirements, and procedures.
- Knowledge of automated financial and accounting systems, such as Sage Intacct
- Experience managing a team of financial and accounting staff

### **Ability to**

- Analyze financial data and prepare financial reports, statements, and projections.
- Provide strong quantitative analysis capabilities, with the ability to read, analyze, interpret and explain complex financial data
- Communicate information to non-accountants and individuals with varying levels of financial expertise
- Effectively manage a team by training, supporting, communicating with, and uplifting team members to perform at the best of their abilities and grow as professionals
- Provide high attention to detail and produce high-quality results
- Use discretion with confidential information.
- May require some evening and weekend work.

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### **Special Requirements**

- 4-year degree in accounting/finance, master's degree preferred
- 10 years of progressive professional accounting experience

### **License or Certification**

- Certified Public Account (optional)
- Able to pass a complete background check.
- Must possess a valid Nevada Driver's License, and have current insurance if using a personal vehicle

### **Benefits**

- Eligible to receive Cabinet benefits for full-time staff.

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