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| Job Title: | **Controller** |
| Department: | **Administration** |
| Reports to: | **Executive Director** |
| Grade: | **D**  |
| Supervises: | **Accounting Manager, Accounts Payable, Accountant** |
| FLSA Status: | **Exempt** |
| Prepared by: | **Betsy Rees** |
| Date: | **July 14, 2019** |
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| Purpose:To administer direction for all financial operations of the agency. To provide appropriate support to all agency departments in achieving the agency mission, and departmental/programmatic plan, objectives, and requirements through overseeing all aspects of the agency’s financial and budgeting procedures. |
| Essential Functions:* Direct, supervise, and manage all aspects of the agency Financial Department.
* Hire, train, supervise, and evaluate Financial Department personnel.
* Assures accurate recording of all cash receipts and cash disbursements.
* Approve payables before issuance of checks.
* File all pertinent state and federal form and reports.
* Prepare monthly financial statements for all programs, grants, and contracts.
* Furnish the Executive Director with an accurate and comprehensive financial statement monthly, as well as all necessary financial information to keep the Board updated on the agency’s financial position, and any particular concerns.
* Works closely with the Executive Director, department directors, and managers to provide necessary assistance in budget preparation/revision, and financial information as needed.
* Supplies all necessary financial information needed for grants, contracts, and program monitoring visits to auditors, and to the Executive Director as requested.
* Supplies all financial information needed for filing complete annual federal tax returns.
* Works in conjunction with the Human Resources Director to assure that all fringe benefits are in place and current.
* Works with the Executive Director, and other department directors as appropriate, to maintain, review, and modify as needed the agency financial procedures, including procurement and purchase order procedures, and all relevant internal controls.
* Works closely with the Executive Director, the Board, and specifically the Audit Committee to ensure Board involvement in the audit process and implementation, evaluation, and modification, as appropriate, of the agency’s antifraud measures.
* Works closely with the Executive Director, department directors, and key staff in developing and keeping relevant department programmatic activities, goals and objectives related to program budgets and related financial matters in harmony with the overall agency mission, expectation, and philosophy.
* Ensures that expenditures are allowable, allocable, and reasonable for review and monitoring of committed funds governed by OMB Super Circular.
* Works closely with the Executive Director and other department directors to promote and continue overall agency cohesiveness and philosophy, and coordination of programming and flow of information.
* Assist in training staff as needed in program budgeting, line-item management, and reading and maximizing use of monthly financial statements.
* Assist in the effective and efficient use of agency facilities, equipment, materials, and office support services.
* Support and assist, as appropriate, in ongoing planning and assessment in program recommendations, in development and implementation of programming, goals and budgets, and in program evaluation using established Results Oriented Management and accountability (ROMA) and Strategic Planning methods/activities.
* Performs other related duties as required and/or assigned.
* Coordinate with the IT department to maintain up-to-date accounting software.
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| Position Objectives:* To ensure compliance with all state and federal programmatic requirements.
* To manage all aspects of the Financial Department.
* To mentor, train, and support staff.
* To represent NMCAA in a professional, supportive, and knowledgeable manner.
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| **Measured by:*** Annual agency NMCAA audits and any other program audits results and outcomes.
* Feedback from agency leadership, staff, and community partners.
* Completion of balanced budgets.
* Flexibility to adjust to situations and react, as necessary, for the betterment of the agency.
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| **Minimum Education:*** Bachelor’s degree or equivalent in accounting, business administration, or related field.
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| **Minimum Experience:*** Five years’ experience in accounting and administration.
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| **Essential Abilities:*** A commitment to the NMCAA philosophy and mission.
* Ability to maintain confidentiality.
* Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member.
* Ability to perform physical tasks to carry out specific job duties.
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| **Minimum Skills Required:*** Financial management
* Communication proficiency
* Strategic thinking
* Decision making
* Ethical conduct
* Personal effectiveness and credibility
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| **Minimum Physical Expectations:*** Physical activity that always requires keyboarding, sitting, phone work and filing.
* Physical activity that always requires extensive time working on a computer.
* Physical activity that sometimes requires travel by car and/or air.
* Physical activity that sometimes requires lifting under 25 lbs.
* Physical activity that often requires bending, stooping, reaching, climbing, kneeling, and/or twisting to access files and records.
* Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs.
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| **Minimum Environmental Expectations:**The Controller operates in an office setting. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. |