



POSITION DESCRIPTION

IDENTIFYING DATA

Position Title: **Controller**
Departments: Administration
Reports To: Chief Executive Officer
FLSA Classification: Full Time Exempt

JOB SUMMARY:

Under the general supervision of the CEO, the **Controller** directs the financial affairs of the non-profit organization and prepares financial analyses of operations, including interim and final financial statements with supporting schedules, for the guidance of management. The Controller is responsible for implementation of the organization's financial plans and policies, its accounting practices, the conduct of its relationships with lending institutions and the financial community, the maintenance of its fiscal records, and the preparation of financial reports. The position involves supervision over general accounting, property accounting, budgetary controls, and human resource and personnel policy maintenance.

ESSENTIAL FUNCTIONS:

1. Development, analysis, and interpretation of statistical and accounting information in order to appraise operating results in terms of cost effectiveness, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization.
2. Maintains the company's system of accounts and keeps books and records on all company transactions and assets.
3. Coordinates and directs the preparation of the budget and financial forecasts, institutes and maintains other planning and control procedures (including the cost accounting system), and analyzes and reports variances.
4. Is responsible for tax planning and compliance with all federal, state, and local corporate, payroll, and other applicable taxes.
5. Furnishes internal reports, revises and updates reports to be more useful and efficient, and furnishes external reports as necessary.
6. Evaluates and recommends insurance coverage for protection against property losses and potential liabilities.
7. The Controller has the final responsibility for providing the organization and its management with the appropriate financial and operating information necessary. This individual is expected to work closely with other department supervisors on problems involving accounting systems, budgeting and financial planning.
8. Among the duties of this position are management reporting and policy-making as it pertains to the Department. In general, this individual may be looked to for technical and analytical guidance in identifying and solving problems within the functional limits of the Department.

9. Performs and maintains all necessary human resource duties and documentation for the organization, to include personnel evaluation and issues such as COBRA, AFLAC, renewal of health/dental/life insurance, etc.

ADDITIONAL RESPONSIBILITIES:

Other responsibilities include seeing that company policy is carried out or complied with, assisting other departments in forecasting personnel and financial needs, accelerating cash receipts and controlling disbursements, overseeing bank balances, maintaining lines of credit and banking relationships, recommending investment vehicles (and coordinating cash needs with investments), establishing and maintaining credit and collection procedures, and evaluating and implementing computerized accounting systems.

JOB QUALIFICATIONS, SKILLS, & EXPERIENCE:

1. Degree in Accounting or Business Administration from an accredited four-year college or university. Knowledge of principles, practices, and methods of modern not-for-profit accounting, financial administration, principles and practices of sound business operations, and latest innovations in data processing systems.
2. Skills in planning, coordinating and directing the financial operations, including: budgeting and reporting, understanding and implementing accounting systems and procedures, interpreting and applying all appropriate laws and regulations, preparing statements, reports, and analyses, communicating clearly and concisely, orally and in writing, and effectively supervising assigned staff.
3. A minimum of three years of progressively responsible experience in accounting, business operations, and human resources preferably in non-profit organization.

EFFECT ON END RESULTS

The effectiveness of the incumbent's fulfillment of this position should be measured by:

- Timely and accurate completion of payroll, accounts receivable, and accounts payable processing
- Prudent management of available resources to enable the YMCA to meet its financial obligations
- Good public relations and understanding with participants, members, staff, and volunteers
- The specific, attainable, and measurable effect on end results will be detailed annually in the formal performance review process

We understand and mutually accept that the above description and attached job description supplement represents our agreements as to the job to be performed.

Supervisor

Employee

Date

Date