

JOB DESCRIPTION
The Pastoral Institute

JOB TITLE: Controller

FLSA: Exempt – 32 hours/week

REPORTS TO: Chief Operations Officer/CFO

DATE: 9/7/17

GENERAL DESCRIPTION:

Under the direction of the Chief Operations Officer/CFO, the Financial Controller plans, organizes and manages all finance and accounting operations including general accounting, policy development, cash management, budget, audit preparation, forecasting revenues and expenditures, financial risk management, purchasing and accounting-related contract compliance. The Controller prepares and publishes timely monthly financial statements.

DUTIES & RESPONSIBILITIES:

1. Manage all accounting operations including Billing, A/R, A/P, GL, Cost Accounting, and Revenue Recognition.
2. Coordinate and direct the preparation of the budget and financial forecasts and report variances. Analyze budget revenues/expenditures as needed. Prepare department budget requests and monitor expenditures for compliance with approved budget.
3. Prepare and publish timely monthly financial statements.
4. Coordinate the preparation of regulatory reporting.
5. Research technical accounting issues for compliance.
6. Support month-end and year-end close process.
7. Insure quality control over financial transactions and finance reporting.
8. Manage and comply with local, state and federal government reporting requirements and tax filings to include payroll tax returns.
9. Develop and document business processes and accounting policies to maintain and strengthen internal controls.
10. Prepare/review adjusting entries and schedules for annual audit; schedule audit and work with auditors in answering questions, providing necessary information and explaining accounting/financial system; review audit results and implement necessary/recommended internal controls an/or other revisions.
11. In cooperation with the Information Support System vendors, develop company-wide fiscal reports.
12. Reconciles bank and investment statements. Reviews daily cash balances. Oversee the endowment fund and monitor company vending contracts.
13. Review grant reports and cash requirements for all grants of the organization.
14. Other duties as assigned.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in Accounting and three to five years relevant work experience. Thorough knowledge of accounting practices in the public sector, including grant and fund accounting; budget analysis; preparation of financial statements; internal auditing of transactions; accounting software, and general supervisory practices.

PREFERRED: Non-profit accounting experience; Master's degree in Accounting, Finance or Business; CPA.

PHYSICAL DEMANDS:

Long periods of sitting required; position requires mobility. Ability to communicate; ability to reach and manipulate objects, tools or controls. Duties involve moving materials weighing up to 10 pounds on a regular basis and up to 25 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work while operating equipment such as computer keyboard, mouse, calculator and similar machines.

WORKING CONDITIONS:

Usual office working conditions. Travel and evening and weekend hours may be necessary at times.

SUPERVISORY RESPONSIBILITIES:

N/A

Executive Director/CEO

Date