CATHOLIC SOCIAL SERVICES
JOB DESCRIPTION

TITLE: Controller
DEPARTMENT: Administration
STATUS: 1.0 FTE, salaried, exempt
SUPERVISED BY: CEO/COO
UPDATED: 7/1/19

JOB SUMMARY: This is a high-profile position that guides the Executive team, department and program directors, and the Board of Trustees’ Finance Committee in their oversight of the financial management of CSS. The position is responsible for managing the Finance Department, the budgeting, financial reporting, annual audit(s) and the accounting for the agency. It is also responsible for maintaining positive relationships with financial institutions, grantors, and the financial community by performing the essential functions of the position.

QUALIFICATIONS:
Competencies: The ideal candidate will be able to maintain program/guest/agency confidentiality, and treat each individual with dignity and respect. It is important that the Controller be a team player who motivates, coaches, and develops individuals in the Finance department. The Controller should exercise discretion and dependability, adhere to business profession code of ethics, be well organized, and support the overall mission and direction of the agency. Must be able to multi-task, adjust to changing priorities and to make timely decisions, sometimes with incomplete information and under tight deadlines and pressure.

Education/Experience: Bachelor’s Degree in Accounting/Finance or related field, five years’ experience in non-profit administration of accounting or equivalent experience. Experience must include budget preparation, financial analysis, cash management, financial report development, and at least two years of experience supervising or managing a Finance or Accounting department. CPA or MBA desirable, but not required.

Skills: Must possess excellent administrative and financial abilities including knowledge and application of generally accepted accounting principles (GAAP). Written and oral communication skills are highly valued in this position, as are self-confidence, initiative, flexibility, good supervisory skills, a high degree of professionalism, and personal commitment to supporting social service delivery.

DUTIES & RESPONSIBILITIES:
A. Supervise an Accounting department that consists of a Lead accountant, an AP Clerk, and a Grants Accountant with full accountability for performance. Oversee Payroll which is outsourced to ADP.
B. Work with external auditors to facilitate completion of the annual financial statement audit and the State and Federal Single Audits in a timely manner.
C. Ensure compliance with all agency, federal, state and local requirements relating to reporting and financial transactions (Forms 990, 941, W9, I9 W2, etc.).
D. Lead the annual budget process and work with department heads to prepare and analyze forecasted agency spend and revenues.
E. Support the Executive Team in oversight and direction of all CSS financial activities.
F. Work with the Archdiocese of Anchorage on various financial matters.

G. Plan, coordinate, and assume responsibility for all financial transactions through the following areas:

1. **Financial Analysis**
   - ensure reconciliation of all accounts
   - appraise the agency’s financial position regarding stability, liquidity, and growth through timely monthly reports (see financial reporting)
   - analyze cost accounting procedures together with other statistical and routine reports
   - analyze operational issues and determine financial impact
   - coordinate and advise on investment activities and recommend options
   - track actual grant revenue/expenses
   - review and advise on implementation of changing GAAP
   - develop business plans to fund revenue generation
   - provide service cost analyses within and across programs
   - provide analyses on employee benefit issues as requested by the Executive team

2. **Budget Management**
   - implement and facilitate budget and revision process and timelines
   - oversee the data input of budgets for grants, contracts, and special projects for all programs and departments
   - monitor income and expenses and make recommendations for budget adjustments as necessary to ensure positive cash flow
   - with key personnel, prepare and amend agency annual budget and gather data to support budget

3. **Grant and Contract Management**
   - ensure compliance with grant and contract financial reporting requirements
   - assist with preparation of grant application budgets (United Way and others)
   - ensure submission of timely grant and contract financial reports and billings
   - implement appropriate grant/contract revenue and expense tracking.

4. **Financial Reporting**
   - provide timely financial reports for the Executive Team, board committees, and program directors
   - develop annual cash flow projection and provide monthly reports for programs and agency
   - accurately complete and file all required reports to Federal, State, Municipal, and private entities.

5. **Operations**
   - hire, supervise, train, and evaluate all finance and facilities department personnel
   - develop, educate and implement CSS finance department goals, methods, controls, policies and procedures
   - establish and monitor appropriate billing and fee collection processes
   - ensure accuracy and efficiency of agency accounts payables and receivables
   - ensure accuracy, efficiency and compliance with agency payroll and benefits
f. monitor and manage agency vehicle and property insurance

g. manage the annual audit preparation and coordination

h. attend CSS finance committee meetings and board of trustee meetings (monthly), CSS management and directors’ meetings (weekly), and other meetings as requested

i. support the activities and projects of the admin/development department

j. maintain regular and reliable attendance

k. other duties as assigned

**Physical Requirements:** The employee must occasionally lift and/or move up to 25 pounds and may work at computer for extended periods of time.

**Training Requirements:** Must attend all staff meetings and in-service trainings as required. Opportunities exist for ongoing professional development.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: ______________________________ Date: ____________

Supervisor Signature: _____________________________ Date: ____________