CATHOLIC SOCIAL SERVICES
JOB DESCRIPTION

TITLE: Controller
DEPARTMENT: Administration
STATUS: 1.0 FTE, salaried, exempt
SUPERVISED BY: Chief Operating Officer
UPDATED: 10/21/20

JOB SUMMARY:
The Controller is responsible for the planning, directing and management of accurate, timely and objective financial data from which informed management decisions can be made. This position works closely with agency department and program directors, CSS leadership and the Board of Trustees Finance Committee for the financial management of CSS. Controller is responsible for successful and positive relationships with lending institutions, grantors, and the financial community by performing the essential functions of the position satisfactorily. This position is also responsible for the financial planning and accounting practices of CSS.

QUALIFICATIONS:
Competencies:
• Must be able to maintain program/guest/agency confidentiality and treat all individuals with dignity and respect.
• Must be a team player, demonstrate motivation, exercise discretion and dependability, adhere to business profession code of ethics, be well organized, and support both the overall mission and direction of the CSS.
• Must be able to multi-task and adjust to changing priorities

Education/Experience:
• Bachelor’s Degree in Accounting/Finance or related field,
• Five years’ experience in an administration of accounting role or equivalent experience. Preferably in a non-profit environment.
• CPA strongly preferred.
• Experience must include:
  1. budget preparation
  2. financial analysis
  3. financial report development, generation, and interpretation
  4. two years supervisory experience
  5. Advanced PC and MS Applications knowledge / experience

Skills:
Must possess:
• Excellent administrative and financial services skills including knowledge and application of generally accepted accounting principles.
• Excellent written and oral communication skills.
• Self-confidence, initiative, and flexibility.
• Good supervisory skills.
• A high degree of professionalism and personal commitment to excellence in financial services to support social service delivery.
**DUTIES & RESPONSIBILITIES:**

- Adhere to the mission of CSS in the performance of all aspects of this position.
- Report to the Chief Operating Officer on oversight and direction of all financial activities relating to CSS.
- Ensure compliance with all agency, federal, state, and local requirements relating to reporting and financial transactions.
- 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 organizational activities and determine financial impact
   - coordinate and advise on investment activities, lending needs and recommend options to Leadership.
   - track actual grant revenue and expenses
   - review and advise on implementation of changes in G.A.A.P.
   - assist in developing business plans to fund revenue generation
   - provide service cost analyses within and across programs

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 requests

3. **Grant and Contract Management**
   - implement appropriate grant/contract revenue and expense tracking.

4. **Fund Management**
   - implement and assess the agency program savings policy
   - provide timely recommendations regarding program savings accounts

5. **Financial Reporting**
   - provide timely financial reports for the CSS leadership, board committees, and program directors
   - provide timely monthly reserve reports, operating plant reports, and other reports
   - develop annual cash flow projection and provide monthly reports to leadership
   - accurately complete and file all required reports to Federal, State, Municipal, and private entities.

6. **Other**
   - hire, supervise, train, and evaluate all finance department personnel
b. develop and implement CSS finance department goals, methods, controls, policies, and procedures

c. work with external CPA firm to ensure 990 is completed no later than December 31 each year

d. establish and monitor appropriate billing and fee collection processes

e. ensure accuracy and efficiency of agency accounts payables and receivables

f. ensure accuracy, efficiency and compliance with agency payroll and benefit practices

g. manage the annual audit preparation and coordination

h. attend CSS finance committee meetings, CSS management and director meetings, and other meetings as requested

i. maintain regular and reliable attendance

j. other duties as assigned

**Physical Requirements:**

ability to work at computer terminal for long periods of time.

**Training Requirements:**

- Must attend agency and department orientation.
- Must attend all staff meetings and in-service trainings as required.

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: __________