

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Assistant Controller
DEPARTMENT: Finance
STATUS: 1.0 FTE, salaried, exempt
SUPERVISED BY: Controller
DATED: 2/24/2021

JOB SUMMARY:

The Assistant Controller is responsible for the day-to-day functioning of the financial activities of CSS including assisting with the generation of financial reports as well as overseeing the payroll, accounts payable, and other accounting functions. In addition to these activities, the Assistant Controller will be responsible for the management and oversight of the grant accounting for various government, corporate and private foundation grants.

QUALIFICATIONS:

Competencies: Must treat each individual with dignity and respect; maintain client and program confidentiality and support the overall mission and direction of the organization. Must be a team player, self-starter, dependable, exercise discretion and adhere to business professional code of ethics. Must have mature planning, organizing and execution skills and be comfortable working in a dynamic organization that addresses a wide range of needs in the community.

Education/Experience: Bachelor's degree (B.A.) in accounting, business administration or related field from a four-year college or university preferred. Must have a minimum of three years accounting experience. Prior experience with grant accounting preferred. Proficient with the use of MS Office Suite and have intermediate to advanced skills with MS Excel.

Skills: Must be able to read, comprehend and address a variety of external reporting requirements. Must be able to communicate clearly and professionally both verbally and in writing within the organization and externally.

DUTIES & RESPONSIBILITIES:

Finance

1. Provide supervision and back up to the Finance staff.
2. Oversight of accounts receivable, accounts payable, payroll and general accounting functions.
3. Assist with month end close process and financial reporting.
4. Complete Daily bank account reconciliations including researching discrepancies.
5. Works to reconcile accounting inaccuracies or imbalances.
6. Assists Controller in maintaining internal controls and following established policies and procedures.
7. Assists with management of accounting, auditing, and budgeting within the organization.
8. Works to ensure compliance with generally accepted accounting principles and applicable government regulations.
9. Assists with preparation for audits.

Grant Accounting

1. Grant drawdowns.
2. Enter new grant information into the Accounting software.
3. Account reconciliations.
4. Manage deferred revenue accounts.
5. Upload grant budgets into the Accounting software.
6. Prepare grant financial reports.
7. Issue new grant numbers.
8. Provide financial information for grantor reports.
9. Act as backup to the Grant Analyst.
10. Answer questions and provide financial information to the Program Directors.

General

1. Deliver continuous improvement of processes and business skills across the organization.
2. Support agency activities and events as required.
3. Attend meetings as requested.
4. 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 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: _____