

A healthy community begins at home. REACH provides quality affordable housing and opportunities for individuals, families, and communities to thrive.

Job Description

Title: Corporate Controller

FLSA Status: EXEMPT

Salary Range: \$50,880 – \$82,680

Department: Finance

Reports to: COO

Effective: January 2017

REACH is an equal opportunity employer that strives to create a diverse workforce and an inclusive culture.

This organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Position Summary:

The Controller has direct responsibility for the financial accounting of REACH CDC across the multiple lines of business. The Controller collaborates with the COO in enhancing and developing systems to address current and future needs of the organization, monitoring business plan results, and implementing systems for effective and responsible financial management, business line analysis and projections. The responsibilities will be carried out in a manner that meets financial goals and mitigates financial risk to the organization.

Essential Functions/Major Responsibilities:

- *Prepare management, committee, board and external interim financial reports to lenders, governmental agencies and philanthropic partners.*
- *Oversee organizational budgeting, cash management, audit and accounting activities.*
- *Direct, manage and support the preparation and issuance of the annual audit.*
- *Administer, monitor and recommend improvements to internal financial policies and procedures to maintain adequate controls and services and to execute or report on any transactions or information request.*
- *Manage all aspects of the monthly financial accounting close process including reconciliations, reporting and recommendations for reforecasting.*

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- *Attend Finance Committee meetings*
- *Supervise administration of payroll, benefits accounting and retirement plan administration*
- *Recruit. Train and develop professional accounting staff*

Required Statement:

REACH employees are expected and required to behave in a professional and courteous manner in doing REACH business and dealing with other staff, residents, and all contacts inside and outside the organization. Profanity, derogatory and abusive language is specifically forbidden.

Scope and Accountability:

- Performs duties independently, but guidance and direction are available for unusual or critical situations.

Errors may result in...

- Incorrect financial reports
- Faulty management decisions based on erroneous data
- Position involves a moderate degree of complexity in dealing with recurring work situations

Supervisory Responsibility:

- Position includes supervision of the corporate accounting staff; Payroll accountant, Corporate Accountant
- Position provides back up supervision for Property Management accounting staff.

Knowledge, Skills and Abilities:

Superior financial management and reporting skills

At least 5-7 years of demonstrated relevant finance and accounting experience

Knowledge of nonprofit organizations and A-133 compliance

Use of a collaborative and facilitative approach and the flexibility to work with a broad range of cultures, personalities, and work styles in a small office environment.

Belief that not job/task is too small or too large to accomplish the goals of the organization

Strongly self motivated and able to follow through in competing high-quality, detailed work with minimal supervision.

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Capacity to prioritize and simultaneously manage multiple tasks to meet internal and external deadlines.

Demonstrated ability to prepare clear, accurate, well-organized written and financial reports and to communicate verbally in an effective and concise manner.

Proficient in Microsoft Office, accounting software programs, property management software programs and willingness to expand skill base.

Bachelors degree in accounting of finance required

Supervisory experience preferred

Interpersonal Contacts:

Contacts are made...

- Both inside and outside the organization

External contacts occur with:

- Contractors
- Vendors
- Other service organizations
- *Auditors*
- *Governmental agencies*
- *Financial Institutions*

Internal contacts occur

- With all levels and areas of the organization

Contacts are made...

- On own initiative and at the direction of the supervisor
- Contacts made may concern confidential or sensitive information requiring the use of discretion, negotiation or persuasion
- Contacts occur both face- to-face and via telephone

Work Environment and Physical Demands:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- May require overtime to meet deadlines
- May require evening and/or weekend meetings
- May require the need for frequent shifting of priorities and deadlines
- Work levels tend to fluctuate with deadlines of monthly financial statements and the audit period.
- Must have a valid driver's license and valid liability insurance

The duties of the job are primarily performed in an office environment. There is some exposure to noise in the work environment, which is usually mild to moderate.

Disclaimer Language:

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 intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All employees may be required to perform duties outside of their normal responsibilities from time-to-time, as needed.

The company reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description is not an employment contract, implied or otherwise. The employment relationship is "At-Will". The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.