

Job Title: Finance Controller

Wage/Hour Status: Exempt

Reports to: Executive Director

Salary: \$73,000

Primary Purpose:

A talented, high-quality expert is needed to attend to the critical financial pulse of the organization. The Controller must keep the CEO informed at every stage and help make decisions at both prescribed and requested intervals, according to the organization's specific needs.

You will be a part of a passionate and talented group of professionals who do not make excuses for students based on race, socioeconomic background, or any other factors.

Qualifications:

Education/Certification:

Bachelor's degree from accredited college or university

Special Knowledge/Skills: Microsoft Office, Quick Books

Experience: minimum of 2 years in public accounting

Major Responsibilities and Duties:

The Controller will be onsite for a minimum of 40 hours per week to provide the organization with a dedicated individual to expertly oversee the day-to-day bookkeeping and long term accounting needs. He/She will help provide the services listed below in conjunction with the bookkeeper.

- Accounts Payable - a critical process, verifying validity of invoices and expenses. A solid Accounts Payable process can address concerns of criminal activity;
- Accounts Receivable - Accounts Receivable procedures can help address poor performance or poor cash flow status;
- Collections - another process which, if not handled properly, can affect cash flow, performance and profitability;
- Financial Statement Preparation & Financial Statement Analysis - The inability to obtain Financial Statements, or the lack of competency in understanding Financial Statements, can create insurmountable issues in all areas of the business or organization;
- Budget Preparation – The Controller will assist with or oversee Budget Preparation, as well as provide sound advice to address staff and/or cost reduction, as well as conduct Board presentations and training;
- Accounting Systems - Evaluation and implementation of accounting software programs;
- Payroll – The Controller will process payroll while maintaining records regarding retirement contributions and all aspects of employee contributions;
- Month-End Closing & Account Reconciliation – The Controller will assist with addressing every account and creating schedules outlining the underlying details, helping avoid an unfavorable audit letter;

- Project & Pricing Analysis - By evaluating ROI, establishing proposals and plans, etc. the Controller will help project planners to thoroughly justify proposals and plans and understand potential issues, pitfalls and opportunities;
- The Controller will work to maintain the human resources component of the organization including the retirement plan and all employee benefits.
- Financing/Capitalization – The Controller provides the answers and solutions for any level of Financing or Capitalization inquiries and situations.
- Board of Directors Relations – The Controller will assist in the preparation and presentation of financial data and business plans to potential or existing shareholders and governing boards.

Communication

- Maintain a positive and effective relationship with all KIPP: TECH VALLEY Charter School staff and Board.

Supervisory Responsibilities:

- The controller will oversee the business associate.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Ability to multitask in a fast paced and dynamic environment

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.



Approved by: _____

Date: 3/7/2017

Reviewed by: _____

Date: _____