

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET
BILLINGS, MT 59101**

VACANCY ANNOUNCEMENT

~INTERNAL/EXTERNAL~

POSITION: Controller

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 North 31st Street

RATE: \$25.00 - \$32.00; DOE

HOURS: Exempt

DUTIES: See Job Description

OPENING DATE: Immediately

CLOSING DATE: Open until filled

WORK SCHEDULE: To Be Established By Supervisor

QUALIFICATIONS: See Job Description

HOW TO APPLY: Submit Completed HRDC Application, Current Resume and Cover Letter to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
P.O. BOX 2016
7 North 31st Street
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

POSITION DESCRIPTION
HUMAN RESOURCES DEVELOPMENT COUNCIL

POSITION IDENTIFICATION

Functional Title: Controller
Department: Finance
Supervisor: Director of Financial Operations
Subordinates: Finance Staff
Status: Exempt; Full-time

POSITION SUMMARY

The primary function of this position is to maintain and operate the books and records of the agency under the direction of the Director of Financial Operations. The Controller maintains standard operating procedures for all accounting functions.

DIMENSIONS

Personnel: Finance staff

ESSENTIAL JOB FUNCTIONS

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

1. Supervise day-to-day accounting operations. Maintain accounting system detail in compliance with regulatory requirements, industry guidance and Agency policies and procedures. Track funds and maintain the general ledger according the Agency's accounting structure and to preserve appropriate audit trails (for example, by funds, federal cost categories, grant budgets, etc.).
2. Train and schedule staff to assist in daily accounting operations, general ledger maintenance and other responsibilities assigned to the Controller.
3. Oversee the overall cash balance reporting. Assist in the maintenance of cash accounting system and direct deposit system including troubleshooting, project planning with computer integration.
4. Assist the Director with preparation of audit work; papers, grants, financial reports and tax returns.
5. Review and assist the Director with the cost allocation plan. Maintain payroll system as necessary to allow proper cost allocation. Review or prepare, reconcile and maintain monthly closing entries and cost allocation.
6. Prepare program budgets with assistance from Program Directors for completeness, reasonableness and allowableness under applicable regulations. Analyze and propose changes when appropriate. Develop and propose agency-wide budgets and other functional budgets as assigned.

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7. Review or prepare and reconcile monthly entries and closing for reporting. Prepare monthly, quarterly and annual reconciliations of various general ledger accounts, funds and other information as necessary.
 8. Prepares and reviews monthly, quarterly and annual activity and financial reports for management and funding sources through monitoring, assignment, review, preparation and analysis of activity reports.
 9. Assists the Director with the maintenance of the accounting system, including MIP maintenance in compliance with regulatory requirements, industry guidance and Agency policies and procedures. Track funds and maintain the general ledger according to the Agency's accounting structure and to preserve appropriate audit trails (for example, by funds, federal cost categories, grant budgets, etc.)
 10. Maintain knowledge of OMB circulars, grant regulations, ERISA, related tax regulations, GAAP, contract terms and other related guidance.
 11. Communicate verbally and in writing, as necessary, with Finance team members, vendors, Agency staff, benefit providers, grantors, auditors, etc.
 12. Cross-train in duties of all other Finance Department staff to maintain knowledge to allow supervision and emergency coverage. Cross-train in Director of Financial Operations' duties. Cover duties as appropriate in their absence.
 13. Complete special projects as assigned. Perform other duties assigned and determined to be productive and efficient for the continuing improvement of the Agency.
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SUPERVISORY RESPONSIBILITIES: Supervises employees in the Finance Department. Under the guidance of the Director of Financial Operations, responsible for the direction, coordination and evaluation of the daily operations of the department.

Carries out supervisory responsibilities in accordance with the Agency's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in accounting or related field from a four-year college or university and four years related experience and/or training in a nonprofit environment. A knowledge base in accounting principles, procedures and practices with emphasis on the nonprofit industry is preferred. Reconciliation skills are necessary.

CERTIFICATES, LICENSES, REGISTRATIONS:

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CPA or CPA candidate preferred. Driver’s license: If selected, candidates operating a vehicle in the performance of Agency business must have current and continuous liability insurance. Before employment may begin, new hires must provide proof of a satisfactory driving record.

OTHER SKILLS and ABILITIES:

Computer experience and ability to use various software, 10-key by touch, and various office machinery. Must be familiar with accounting and non-profit terminology. Ability to work with low-income and disadvantaged people with an objective, non-judgmental attitude.

PHYSICAL DEMANDS: The 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.

The employee must occasionally move up to 50 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

WORK ENVIRONMENT: The work environment characteristics are typical of that of an office setting.

Position Description Approval:

_____ Date _____
Director of Financial Operations

_____ Date _____
Incumbent