



Position Title: Controller
Position Type: Full-Time, Regular
Reports to: Chief Operations Officer
Location: CIS of Ohio Columbus Office

Section I – Position Summary:

The Controller is responsible for managing the accounting department, which includes establishing and maintaining organizational structure, processes and procedures and selecting, training and mentoring accounting staff, as needed. In addition, the Controller is responsible for the following:

Operational

- Responsible for timely, accurate and efficient accounting closing on a monthly basis.
- Manages accounting functions on a day-to-day basis including invoicing, accounts receivable, accounts payable, payroll, cash flow management, procurement, and general ledger accounting.
- Oversees accounting department's use of software and integrates software into accounting processes and procedures.
- Performs technical accounting issue research and resolution as necessary.
- Performs the fiscal year budgeting process, evaluates business unit performance against budget, and develops forecasts/reforecasts to provide an accurate projection of financial performance.

Financial Reporting

- Preparation and presentation of monthly, quarterly, and annual financial statements to the Executive Director/CEO and the Finance Committee of the Board of Directors.
- Supervises the preparation of the monthly management financial reporting package, including variance analysis and financial/operating metrics.
- Provides operational data to members of leadership team.

Accounting Processes

- Develops, analyzes, documents, and implements internal controls.
- Coordinates and manages the independent audit and 990.
- Develops, maintains, and enhances accounting and finance policies, processes and procedures.
- Seeks opportunities to revise or create new policies and procedures to improve efficiency and effectiveness of the accounting team.

Other

- Manages financial aspects of grants and contracts, ensuring compliance with grantor regulations.
- Prepares, monitors, and manages grant budgets.
- Monitors in-kind services and receipt and distribution of donated goods.
- Protects assets by establishing policies; develops and manages credit procedures.
- Manages key vendor relationships, including but not limited to banks, retirement plan provider, auditor, and investment advisor(s).
- Monitors investment and cash management accounts and works to maximize return on CIS investments and resources while operating within government regulations.
- Responsible for business insurance oversight.

- Responsible for local, state and federal tax compliance and reporting.
- Coordinates 401K benefits processing, including enrollments, terminations/distributions, compliance testing and filing of 5500 return.
- Manages projects and initiatives as assigned.

Section II – Core Competencies:

- Integrity and a commitment to financial transparency and accountability.
- Ability to act with integrity, professionalism and confidentiality and a commitment to collaboration.
- Proactive and independent with the ability to take initiative.
- Excellent interpersonal analytical skills.
- A self-starter with strong leadership qualities.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Dedication to the mission and values of the organization.

Section III - Qualifications and Requirements:

- Bachelor's degree (B.A./B.S.) from a four-year college or university in accounting or finance.
- 7+ years progressive accounting/finance experience.
- CPA certification preferred.
- Nonprofit agency and grant management experience highly preferred.
- Experience and/or familiarity with government grants beneficial.
- Ability to forecast, analyze and problem solve.
- Excellent time management skills with a proven ability to meet deadlines.
- General ledger and other accounting systems experience (QuickBooks).
- Proficient in Microsoft Office Suite.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.