



**INNER CITY CHRISTIAN FEDERATION  
Job Description**

**Job Title:** Assistant Controller  
**Department:** Finance  
**Reports To:** Controller  
**FLSA Status:** Full-time / Exempt  
**Approved:** June 2019

**SUMMARY**

Under the direction of the Controller, supports the finance department through the preparation and maintenance of fundamental accounting records, account valuations, financial analyses, payroll processing and management, cash management and internal controls.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Prepare and consolidate financial statements.
- Maintain the chart of accounts.
- Prepare journal entries and maintain the general ledger and supporting accounting records.
- Prepare month by month and year by year tracking/graphics of historical financial data.
- Assist with the preparation of the work papers and analysis required for financial and compliance audits.
- Manage grant accounting working closely with the Advancement team as well as restricted fund accounting to ensure proper use and recording of funds. Prepare reports to funders when required.
- Manage and process payroll for the organization.
- Prepare departmental expense reports for each key department. Work with each department to address budget variances.
- Prepare annual IRA and flex plan notifications to employees.
- Manage the organization's fixed assets and properly allocate expenses to various departments, segments, and other reporting units.
- Assist with managing the financial month-end close process.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Prepare financial analysis reports.

- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
- Conduct other duties as assigned by the Controller.

#### **SUCCESSFUL CANDIDATES WILL POSSESS**

- A high degree of initiative, independence and tenacity; ability to identify and prioritize actions toward a goal
- Outstanding organization skills
- Excellent detail orientation
- Strong oral and written communication skills
- Proficient in Microsoft Word and Excel, Sage 50, Yardi (preferred)
- Knowledge of payroll laws and regulations
- Team player, works well in a group setting
- Adaptable
- Capable of routinely performing repetitive tasks with a high degree of accuracy
- Understanding of bookkeeping principles
- General awareness of relevant federal and state policies, procedures and regulations
- Previous experience/understanding of work in multiple affiliate/company non-profit environment
- Construction accounting experience
- Strong mathematical accuracy
- Leadership skills

#### **SUPERVISORY RESPONSIBILITIES**

Supervises the Accounting Assistant and coaching staff to be successful. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employee; planning, assigning, and directing work; appraising performance; rewarding and disciplining employee; addressing complaints and resolving problems.

#### **QUALIFICATIONS**

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

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in accounting, business, or finance from a four-year college or university required. Knowledge and experience with GAAP. Knowledge of windows-based accounting systems is essential. Knowledge of Peachtree/Sage 50 is highly desirable. 7+ years of accounting experience required with progressively increased responsibility for general ledger and financial statements. Knowledge of payroll laws and regulations. Experience with multiple entities in a non-profit environment desirable. Must be a leader and a team player.

#### **LANGUAGE SKILLS**

Must be able to follow both written and verbal instructions, speak and write articulately, and write professional financial commentary and proposals. Ability to write reports, business correspondence, policies, and procedures.

**MATHEMATICAL SKILLS**

Ability to apply mathematical operations to financial applications, using all basic and some advanced math functions. Ability to apply concepts to practical and/or specialized financial situations. Knowledge of net present value and mortgage financing helpful.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Must be able to see the operations from the viewpoint of the Board of Directors and management.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMPENSATION**

Salary commensurate with experience.

ICCF offers a benefits package that includes medical/dental/vision insurance, benefit time (vacation and sick leave) and retirement.

Please submit your resume with a cover letter to [hr@iccf.org](mailto:hr@iccf.org). ICCF is an EEO employer.