



**INNER CITY CHRISTIAN FEDERATION
Job Description**

Job Title: Controller
Department: Finance
Reports To: Vice President of Finance/CFO
FLSA Status: Full-time / Exempt
Approved: June 2019

SUMMARY

Under the direction of the Vice President of Finance/CFO, the Controller position is accountable for the accounting operations of the organization, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the organization's reported financial results, and ensure that reported results comply with generally accepted accounting principles by performing the following duties either personally or through other employees.

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

- Maintain and enforce a documented system of accounting policies and procedures.
- Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives.
- Oversee the accounting operations of subsidiary entities, especially their control systems, transaction-processing operations, and policies and procedures.
- Prepare formal financial statements, management analysis reports and financial commentary to funders, government, board, ICCF leadership team and ICCF employees.
- Present and explain financial data and key issues to management and represents the CFO as required during his absence.
- Primary contact for audits for ICCF and subsidiaries. Lead and coordinate the preparation of the work papers and analysis required for financial and compliance audits.
- Oversee the preparation of billings to Federal/State/City on service contracts; ensures compliance to these contracts.
- Communicate and coordinate accounting policies and procedures with ICCF management, vendors, reporting agencies, clients and other stakeholders.
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
- Coordinate the completion of annual tax returns.

- Manage the financial month-end close process.
- Develop and ensure proper accounting department procedures are in force to support the financial and administrative operation of the organization.
- Prepare and/or supervise preparation of financial analysis reports.
- Assist with the development of financial strategies and forecasting capital, facilities, and staff requirements, identifying financial resources and helping develop execution plans.
- Conduct other duties as assigned by the Vice President of Finance/CFO.

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 attention to detail
- Strong oral and written communication skills
- Proficient in Microsoft Word and Excel, Sage 50, Yardi (preferred)
- 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 Assistant Controller, Revenue Accountant, and Accounts Payable Analyst 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 employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; 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 --- MBA desirable. Knowledge and experience with GAAP. Knowledge of windows-based accounting systems is essential. Knowledge of Peachtree/Sage 50 is highly desirable. 10+ years of accounting experience required with progressively increased responsibility for general ledger and financial statements. 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. Ability to effectively present information and communicate with internal and external constituents.

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.

To apply, please send a cover letter and resume to hr@iccf.org.