



## JOB DESCRIPTION

**Position Title:** Junior Controller  
**Department:** Accounting  
**Classification:** Exempt  
**Reports to:** Chief Financial Officer

### POSITION SUMMARY:

The Junior Controller is responsible for planning, directing and coordinating all accounting and payroll operational functions, ensuring that accounting activities are completed in accordance with established policy and procedures and in compliance with Financial Accounting Standards Board (FASB) standards. Also, responsible for establishing internal controls designed to protect the agency's financial assets.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

#### **Audit:**

- Responsible for the annual audit and the issuance of consolidated financial statements.
- Evaluate, develop and implement accounting and internal control systems that continuously monitor critical areas of financial control, identify problems and implements corrective action. Develop and implement policies and procedures to ensure that personnel and financial information is secured in compliance with current legislation. Provide accounting support and guidance for OLCDC and subsidiary staff.
- Assure that all accounting policies and procedures conform with Generally Accepted Accounting Principles and best business practices. Ensure compliance with industry standards, regulatory requirements and government-mandated reporting standards.
- Responsible for government grant accounting and any A-133 audits.

#### **Tax, Regulatory and Compliance:**

- Responsible for the review and submission of the IRS Form 990.
- Maintain current knowledge of existing and future legislation, information and technology affecting functional areas to increase innovation and ensure compliance.
- Oversee day to day activities of payroll, approving bi-weekly payroll prior to transmission. Prepare all bi-weekly and annual benefit imports. Ensure proper remittances of Cafeteria Plan and 401(k) withholdings. Responsible for the issuance of W-2s, 941s and regulatory, wage and tax compliance.
- Responsible for the issuance of 1099s

#### **Accounting and Budget:**

- Oversee accounts receivable and accounts payable functions.

- Prepare monthly closing including accounts analysis, balance sheet reconciliations, accruals, and financial statement variance analysis.
- Prepare monthly reports to department managers
- Prepare monthly financial projections.
- Ensure the integrity of fixed assets, monitoring the appropriate write-off of retired assets, recording additions and calculation of depreciation and amortization.
- Ensure the financial records are accurate.
- Ensure that every expense is properly documented.
- Ensure project budgets are entered in the grantor's system.
- Responsible for the accurate recording of cash receipts.
- Responsible for the accuracy of the general ledger.
- Responsible for the accurate recording of unrestricted and temporarily restricted gifts.
- Responsible for reconciling fundraising and accounting systems.
- Responsible for the daily cash management and cash forecasting.
- Prepare accounting and office lease budgets. Support organizational budget and strategic planning processes to oversee expense controls.
- Prepare financial reports to support CFO in engaging the board's Executive and Finance committees.
- Act as primary contact and administration of banking needs, lines of credit, and letters of credit.
- Responsible for accounting, payroll software systems, expense reimbursement and other system integrations.
- Act as primary contact and administration of banking needs, lines of credit, and letters of credit.

**Operational Efficiency:**

- Review existing accounting and reporting processes to innovate and create process improvements in functional areas.
  - Review existing software systems in place (including, but not limited, to accounting system) and work with the Information Technology (IT) Department to challenge their effective interface.
  - Review existing reporting mechanisms and work with IT to establish timely user-friendly dashboard/reporting templates for operational manager usage to augment their overall compliance review and budget monitoring.
  - Notifies appropriate persons and/or takes corrective actions as necessary.
  - Both train and cross train staff where necessary
- Supervision Exercised:**
- Directly supervise the Accounts Payable Clerk. Oversee the work of outside consultants.

**QUALIFICATIONS:**

- **Work Experience:** 10 years of accounting, audit, investment management and finance experience. Advanced level of understanding of audit requirements. An understanding of all required tax and regulatory compliance issues in relation to U.S. non-profit organizations.
- **Skills:** Proficient in using Microsoft Office programs: Excel, Word, Outlook and PowerPoint. Strong knowledge of regulatory requirements including generally accepted accounting principles. Strong knowledge of Not-for-profit accounting in accordance with GAAP, planned giving vehicles and investment management tools. Proven managerial skills. Strong problem solving and analytical skills. Knowledge of Fund E-Z Software. Keen analytic, organization and problem-solving skills which allows for strategic interpretation versus simple reporting. Ability to translate complex financial concepts to

individuals at all levels. Excellent communication and relationship skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders. Must be strong at multi-tasking, prioritizing and have demonstrated expertise in proactively working on projects of wide scope and significant magnitude.

- **Education:** Bachelor's degree in Finance or Accounting
- **Work Environment:** Flexibility to work additional hours when necessary to complete work assignments. Passionate about OLCDC's mission and able to promote and communicate the philosophy, mission and values to external and internal audiences.  
Ability to set and meet deadlines and manage several projects simultaneously.  
Demonstrated knowledge of project management tasks and implementation.  
Must be able to work independently and as part of a team.  
Flexibility and a "can-do" attitude are musts.  
Willingness to learn and take on new challenges.  
Able to supervise staff and build a strong team.

Submit cover letter with salary requirements and resume to [Grizelubarry@gmail.com](mailto:Grizelubarry@gmail.com)