



Communities In Schools

Mid-America

Title: Controller
Reports to: Chief Administrative Officer
Department: Administrative Office of Communities In Schools of Mid-America, Inc.
Classification: Exempt
Status: Full-Time

JOB SUMMARY:

Reporting to the Chief Administrative Officer and directed by executive staff as appropriate, this position is responsible to enhance, and help establish, the internal financial processes and functions of Communities In Schools of Mid-America, Inc. The Controller is responsible to help implement the vision and goals of Communities In Schools of Mid-America as articulated by the President and CEO.

ESSENTIAL JOB FUNCTIONS:

(G) Financial Management and Oversight

- Manage all accounting operations including Billing, A/R, A/P, GL and Counsel, Inventory Accounting and Revenue Recognition
- Coordinate the preparation of regulatory reporting
- Research technical accounting issues for compliance
- Assist in the development and documentation of business processes and accounting policies to maintain and strengthen internal controls
- Maintain Intacct accounting system to ensure the proper, complete, and accurate record-keeping of accounting company transactions are performed within the Generally Accepted Accounting Principles (GAAP).
- Mitigates risks to the greatest extent practicable by obtaining administrative insurances such as D&O, Liability, Fiduciary, Worker's Compensation, etc.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and assist in the annual audit process, liaise with external auditors, and assess any changes necessary.
- Prepare annual budgeting and planning process in conjunction with the CAO; administer and review all financial plans and budgets; monitor progress and changes.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Provide accurate and timely reporting on the financial activity of individual funds.

- Assist with the implementation of necessary financial policies and accounting practices; maintain the finance department's policy and procedure manual.
- Help manage the agency's banking and investment services and reconciliations.
- Responsible for the agency's check writing, distribution and reconciliation.
- Payroll coordination in conjunction with Human Resources/Administration.
- Process and submit statutory, tax, payroll, fiduciary, grant (financial) remittances/reports on time
- Manage and supervise all Accounting support staff.
- Ensure accurate and timely tax reporting to applicable entities.
- Maintains a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, student activities, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail.

(G) Other Position Functions

Supervisory Duties:

Manages the overall direction, coordination, and evaluation of the Sr. Accountant and Finance Clerk. Responsibilities include planning, assigning, directing work, rewarding, disciplining employees, performance reviews, and addressing complaints and resolving problems.

Participate in organizational efforts such as CIS of Mid-America at the Capital
Other duties as assigned by President and CEO

EDUCATION AND EXPERIENCE:

Previous supervisory experience. Experience in finance and accounting and administrative functions for non-profit organizations. Experience with fund accounting is a must. Ability to establish and maintain working relationships with personnel and the public. Excellent communication skills both verbal and written.

Bachelor's Degree in finance, accounting, business administration or related field required. Master's Degree and CPA certification preferred.

PHYSICAL REQUIREMENTS:

Work Environment	Office, School Sites, Community
Lifting Requirement	25 pounds
Travel Requirements	Occasional travel, including conferences, meetings, travel between school sites, etc.
Other Requirements	Valid driver's license Transportation Auto insurance Pass various background checks

The physical requirements 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.

OTHER POSITION INFORMATION:

Budgetary Responsibility:

Direct Budget – No
Indirect Budget – Yes

Major System (MIS) or Process Responsibility:

Intacct, Paychex or other applicable Accounting Software
MS Office
Other databases and software used by office or national organization applicable to position

Mandated Reporter:

As a staff member of Communities In Schools of Mid-America, Inc. you are a mandated reporter of child abuse and neglect as outlined in the employee handbook. Failure to properly report to the appropriate child welfare authority and your supervisor can result in disciplinary actions up to and including termination. See Mandated Reporter Policy in the Employee Personnel Manual for specific details.

The duties and responsibilities of this position are subject to change without prior notice.

To submit an application:

Please submit a cover letter, resume and three professional references to cis@cismidamerica.org. Applicants will be required to pass state and NSOPR background checks prior to hiring. Communities In Schools of Mid-America, Inc. is an Equal Opportunity Employer.

Functional Classification Summary

(G) General and Management – 100%