



California Human Development

Creating opportunities for people to rise above barriers in their pursuit of better lives

PROGRAM/DEPARTMENT: Fiscal Department	CHDC is committed to implementation of an Affirmative action Policy and the Americans with Disabilities Policy in its recruitment selection and placement of all personnel. CHD is an Equal Opportunity Employer
LOCATION: Santa Rosa, CA	
JOB DESCRIPTION TITLE: Controller	POSITION STATUS: Regular Full Time FLSA STATUS: Exempt
SALARY: DOE	PROGRAM HOURS: Work may require in excess of 40 hours per week to perform the essential duties of this position.

PROGRAM DESCRIPTION:

California Human Development (CHD) is a private, non-profit, human services program serving the Northern California Area. The Fiscal Department is an administrative department within CHD under the supervision of the CFO, which is responsible for processing the financial activity and reports for CHD.

SUMMARY:

The Controller will report to the CFO and will manage CHD's day-to-day accounting transaction activities but will also think strategically and drive significant business process improvements. The Controller needs to be comfortable in an environment that is complex and rapidly changing due to CHD's growth, multiple locations and numerous revenue streams.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

Under the supervision of, and as assigned by the CFO, the Controller is responsible for the following:

- A. Oversee all day-to-day accounting transaction activities, A/R, A/P, grant and fund accounting purchasing and fixed assets. Responsible for Cash Receipts and A/R collections, approve check runs, approve purchase requisitions, manage Independent Contractors with documentation and complete Form 1099's at year end.
- B. Supervise payroll and fiscal HR benefit transactions.
- C. Manage organizational cash flow forecasting and cash accounts.
- D. Perform proper review to ensure that accounting records are accurate and complete and the ledgers are closed in a timely manner, both monthly and annually.
- E. Ensure effective internal controls and adherence to accounting policies and procedures; reinforce a strong organizational climate of control.
- F. Ability to evaluate accounting systems. Actively participate in CHD's efforts to streamline business systems and processes across the board.
- G. Responsible for the bi-annual physical inventory of the organization and the adjusting journal entries to record any changes.
- H. Conduct training on accounting processes throughout the agency.

- I. Coordinate all audit activity. Prepare worksheets and documentation for the Annual Audits at CHD. Ensure audit readiness of ledgers and files of assigned programs and are prepared to discuss such with CHD's outside audit firm and program review teams.
- J. Prepare month end journal entries for various shared expenses: insurance, IT expenses, software maintenance, audit expenses, depreciation and other miscellaneous expenses. Conduct reconciliations of the general ledger accounts. Prepare analysis to ensure the accounts are properly stated.
- K. When the CFO is not available, ability to complete the Corporate Financial Statements and present the financials to the Board when needed.
- L. Manage, motivate, coach, train and mentor your accounting staff. Manage staff's workload to ensure the accuracy, timeliness, and integrity of financial transactions and data.
- M. Perform accounting functions for specific grants and/or projects as needed. This includes program planning with directors and managers, budgeting, financial reporting, cost allocations, invoicing and analysis.
- N. Must be a team player with a positive "can do" attitude.
- O. Lead or assist with Special Projects as required.
- P. Complete 15 CPE units (or equivalent) each fiscal year.

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE:

- A. Ability to read, analyze, and interpret general service contracts or governmental regulations in English.
- B. Ability to prepare statistical and narrative accounting and auditing reports.
- C. Solid organizational skills, including the ability to prioritize and coordinate multiple tasks, ensure accuracy and timeliness in a fast-paced and changing work environment.
- D. Ability to communicate effectively in English, both verbally and in writing.
- E. Ability to communicate effectively with a wide variety of individuals and groups.
- F. Have knowledge and experience of computerized accounting systems. Ability to lead a computer conversion.
- G. Work requires a high level of mental effort and strain when performing a high volume of deadline orientated tasks and duties.

MATHEMATICAL SKILLS:

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability to compute rates, ratios, and percentages.
- C. Create and interpret charts and graphs.

REASONING ABILITY:

- A. Ability to maintain productive work relationships with employees, management, external agencies and the general public.
- B. Ability to effectively present information and respond to questions from groups of managers and employees.
- C. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- D. Ability to interpret a variety of instructions furnished in written, oral, diagram, chart or schedule form.
- E. Ability to recognize and manage personal bias.

- F. Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.

SUPERVISORY RESPONSIBILITIES:

- A. Supervise employee(s).
- B. Is responsible for the overall direction, coordination, and evaluation of these employees
- C. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- D. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

A. EDUCATION:

- a. B.S. degree in Accounting or Finance from accredited institution is required.

B. EXPERIENCE:

- a. Three years experience as a non-profit accountant preferred.
- b. Two years active supervisory experience preferred.
- c. Any combination of education and experience required to perform the essential duties of this position.
- d. Intermediate knowledge of Microsoft Word, Excel and Outlook software.
- e. Three years experience with accounting software.

WORKING CONDITIONS:

A) 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.

This position requires:

Frequently:	Sitting, Walking, Seeing, Hearing, Speaking, Standing, Lift up to 25 lbs, Carrying, Pushing/Pulling
Occasionally:	Stooping, Squatting, Kneeling, Bending
Seldom:	Climbing, Twisting

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

B) WORK ENVIRONMENT:

This is a fast paced environment and the noise level is usually moderate.
May have exposure to hazardous materials.

CERTIFICATES, LICENSES, REGISTRATIONS:

- A. A Driver's license is required for this specific Controller position. This position will require some travel with overnight stays.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD or a change in the job description, I certify that I have read and understand the essential functions of my job as outlined above.

Employee's Signature Date

Supervisor's Signature Date