



## POSITION DESCRIPTION

**Title:** Controller

**Work Schedule:** Full-time, exempt; generally to be scheduled between 8:00am – 6:00pm, Monday – Friday with occasional weekend responsibilities for training and special events.

**Reports to:** Chief Executive Officer/ President

### **MISSION:**

*"Our Mission is to inspire and empower the youth of Monterey County to realize their full potential to become responsible, healthy, productive and successful citizens."*

### **PRIMARY FUNCTION:**

Provide overall direction and leadership for The Boys & Girls Clubs of Monterey County (BGCMC) finance and business operations. Oversee the organization's accounting practices, the maintenance of its fiscal records, and the preparation of its financial reports. Supervise the Accounting department staff and manage the accounting functions of accounts payable, general ledger, accounts receivable, government contracts and grants, cash management, property accounting, and reporting, internal auditing, budgeting and payroll. Ensure proper internal accounting controls and maintain fiscal soundness. Manage the annual external (independent) audit and prepare information for outside funders. Oversee the development of the annual operating budget and prepare monthly reports for staff and volunteers.

### **KEY ROLES/RESPONSABILITIES:**

#### ***1. Resource Development***

##### Attain Financial Support and Resources to Ensure Organizational Initiatives

- Support the Written Donor Stewardship and Recognition Program by Providing Monthly Accurate Donor Reports to the CEO and Senior Management Team Inclusive of Pledge Fulfillments, Financial Reports on Donor Advised Restricted Funds and Allocation of Donor Unrestricted Funds.
- Supports the CEO and the Finance Committee in the Management of all Assets and Investments of the Organization.

#### ***2. Resource Management***

##### Manage Financial Resources

- Supports Organizational Planning and Development of Operating and Fund Account Budgets and Provides Controls so Expenditures do not Exceed Budget.
- Ensure a Productive Work Environment Within the Finance and Accounting Function.

##### Institute Administrative and Operational Systems

###### Finance:

- Ensure the Maintenance of Financial Records and Recordkeeping Systems to Ensure Legal Compliance with all Federal and State Laws and Regulations, Generally Accepted Accounting Practices, Filings and Contractual Requirements.
- Manages Allocation of Cash Disbursements and Coordinates Payments for Payroll and Payroll Service.
- Develops and Manages Record Keeping and Procedures to Account for Receipts and Disbursements, Maintains Financial Records, Provides Weekly and Monthly Financial Reports. Provides Weekly and Monthly Reports to CEO and Senior Management Staff.
- Assists the CEO in the Coordinating the Negotiation and Selection of the CPA Firm for Annual Audits and Acts as the Agency Representative to the Auditor.
- Ensure the Implementation of Systems to Protect the Confidentiality of Members, Donors, Employees and Volunteer Information As it Relates to all Financial Information Organization Wide.
- Ensure the Successful Education and Implementation of Financial Policies and Procedures, Professional Standards and Communication Throughout the Organization.

### **3. Partnership Development**

#### Develop Alliances and Collaborative Partnerships

- At the Direction of the CEO Develop and Maintain Positive Relationships with Appropriate Internal and External Partners as it relates to Finance.

### **4. Technology**

#### Ensure Technology, Information Management Systems and Staff Skills are Current

- Ensure Systems and Infrastructure is in Place to Support Current and Future Growth as it Relates to Finance.

### **ADDITIONAL ACCOUNTABILITIES:**

#### **Essential Working Relationships:**

Internal: Maintain contact with Club Staff and Board of Directors, Finance Committee as Directed by the CEO.

External: Maintain contact with current donors including foundations, individuals and corporations and others as required and approved by the CEO.

#### **Environmental and Working Conditions:**

- This position requires the ability to perform work in an office setting as well as in a highly interactive and emotionally and physically stimulating environment.

#### **Physical and Mental Requirements:**

- Demonstrated ability to:
  - Maintain a high energy level.
  - Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
  - Effectively communicate with a variety of audiences in various settings.
- Must have a reliable and accessible mode of transportation to commute occasionally between Club sites.

#### **Maintain and uphold the eight attributes of integrity:**

**1. CHARACTER:**

Consistency between word and deed

**2. HONESTY:**

Truthful communication

**3. OPENESS:**

Operational transparency

**4. AUTHORITY:**

Employee encouragement

**5. PARTNERSHIP:**

Honor obligations

**6. PERFORMANCE:**

Accountability throughout the organization

**7. CHARITY:**

Generous community stewardship

**8. GRACIOUSNESS:**

Respect and discipline

#### **Supervisory Responsibilities**

- Provide direct and indirect supervision to accounting staff.

#### **Budget Responsibilities**

- Control expenditures against a \$4,200,000 budget.

### **QUALIFICATION REQUIREMENTS:**

#### **Knowledge**

- Demonstrated knowledge of principles related to Accounting and Financial Management; project management; resource management.
- Must have knowledge of and experience with computerized accounting systems, PC computing software and ability to create and work with complex Excel spreadsheets.

#### **Education**

- BA from an accredited college in the area of Accounting, Licensed CPA preferred.

#### **Experience**

- Minimum of seven years of experience, preferred in a non profit organization, including budget development and budget modification, forecasts, financial statements and analysis and interpretation.
- He/She must be an experienced manager/leader who demonstrates excellent interpersonal, verbal and written communication and management skills.

**Other**

- Must demonstrate excellent organizational skills, great attention to detail and be extremely accurate.
- He/She must have the ability to act independently and to exercise good judgment on own discretion.
- Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Internet Explorer

**Skills** required in the following areas:

- **Communication Skills:** Informing, Listening, Presenting, Writing
- **Decision-making Skills:** Analyzing, Fact Finding, Judgment, Systemic Thinking
- **Leadership Skills:** Developing Commitment, Facilitation, Team Building
- **Planning Skills:** Action Planning and Organizing, Monitoring, Strategic Planning
- **Relationship Skills:** Meeting Skills, Networking, Relationship Building

**Highly Desirable Qualifications:**

- MIP Accounting Software knowledge
- Experience with Federal Grant Accounting and reporting
- Experience as a youth development professional in the Boys & Girls Club Movement

**COMPENSATION:**

Salary range begins at \$62,000 and is based on qualifications. Paid benefits package including accrual of up to two-weeks paid vacation, Medical, Vision, Dental, Pension and 403(b) Plan Investment Options. Professional development opportunities are available contingent upon funding and approval. This position is classified as exempt and as such is not eligible for the overtime provisions of the Fair Labor Standards Act.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**APPLICATION PROCEDURES:**

A completed BGCMC official application, resume and cover letter must be received in the Human Resources Office to be considered for this position.

**Submit completed applications:** By FAX to (831) 394-4898, by mail to P.O. Box 97, Seaside, CA 93955 or in person to our Seaside Unit located at 1332 La Salle Avenue. Materials submitted become the property of BGCMC and will not be returned.

To obtain the required BGCMC application form, visit the BGCMC website at [www.bgcmc.org](http://www.bgcmc.org), or visit our Administration Office located at our Seaside Unit between 9:30am – 4:30pm, Monday – Friday.

BGCMC is an EEO employer committed to excellence through diversity. All employees must be eligible for employment in the U.S.