



connecting point
community services central

Controller

Position Title:	Controller
Status:	Exempt
Department:	Administration
Work Schedule:	40 hours per week; typically, Monday-Friday, 8:30 am-5:00 pm
Work Location:	Grass Valley, CA
Wages & Benefits:	Pay according to experience; benefit package included

Position Summary

Connecting Point is a public agency dedicated to providing programs and services that promote the health and independence of the people of our community. Our mission is to support our community in making connections that enhance the lives of its members. The Controller is responsible for overseeing the accounting, finance, and reporting functions related to monthly close, financial reporting, budgeting/forecasting, and all audits within Connecting Point. The Controller is responsible for the timely preparation of financial statements, maintenance and constant improvement of our internal financial control structure, and compliance with corporate governance and applicable regulations. The Controller is responsible for planning and administering all financial audits and respective data collection, with external auditors and internal contacts, including but not limited to financial statement, 403b, IRS 990, and all Governmental specific audits. The Controller will also provide mentoring and leadership to the Accounting team, identify opportunities to improve efficiencies and profitability, maintain internal controls, and support senior leadership in financial decisions.

Examples of Duties (Illustrative Only)

- Responsible for financial reporting, audit and taxes, treasury management, grants and temporary restricted funds, supervision/management of accounting staff, maintenance of financial and accounting systems
- Month-end close reporting function
- Monthly and quarterly contract reimbursements
- Regular updating of cost allocation schedules for monthly and quarterly allocations of shared costs across all programs
- Quarterly allocation of all private grant restrictions
- Quarterly and annual budgeting/forecasting for all programs/departments
- In partnership with Human Resources, ensure accounting department supports the functions of payroll review/approval and secondary for payroll processing• Required financial, state, and government audits
- Other duties as assigned

Qualifications

- Bachelor's degree in Accounting
- Prior supervisory experience



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- Experience in coordinating audit activities and financial reporting, budgeting/forecasting, and general ledger
- Ability to communicate, both orally and in writing, complex technical issues in a clear and concise manner
- Experience overseeing software installations and managing relationships with project manager/vendors, including advanced knowledge of accounting and reporting software
- Advanced proficiency in MS Office- Word, Excel, Access, Outlook

Licenses and Certificates:

- Possession of a valid State of California driver's license within 30 days of hire. Proof of adequate vehicle insurance. Reasonable accommodations may be provided for otherwise qualified individuals who require and request such accommodation.

Physical Demands and Working Conditions

Speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen. Reasonable accommodations may be provided for some physical demands for otherwise qualified individuals who require and request such accommodations.

Other Requirements

This description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.