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|-----------------------------|---------------------------------|
| <b>Position Title:</b>      | <b>Controller</b>               |
| <b>Ministry Department:</b> | <b>Good News Rescue Mission</b> |
| <b>Reports To:</b>          | <b>Executive Director</b>       |
| <b>FSLA Status:</b>         | <b>Exempt - Salaried</b>        |
| <b>Status:</b>              | <b>Full Time</b>                |

**Description:**

This position is responsible for accounting processes, compliance, and financial reporting consistent with sound internal control and data integrity. Primary duties are oversight and management of general ledger processing, related financial statements and managerial reports as directed (including audited reports, government, and other compliance reporting and related research issues.) This position manages the Accounting department and reports to the Executive Director. This position operates as a team with the Directors at the mission and attends regular meetings with them as well as with the other managers and the full staff. This position meets with the Treasurer, Finance Committee and/or the full board.

**RESPONSIBILITIES:**

1. Supervise accounting personnel and manage accounting processes.
2. Coordinate annual independent audit.
3. Responsible for maintenance of the chart of accounts.
4. Responsible for the annual budgeting functions including training of Directors, analysis of information and preparation of the Controller's presentation to the Finance Committee and Board of Directors.
5. Maintain and improve accounting systems and policies, consistent with best practices, to effectively manage operations.
6. Prepare monthly financial reports for presentation to committee's and Board of Directors.
7. Responsible for daily operations of accounting system.
8. Assist with or complete as required Federal, State, and local annual reporting including IRS 990, CA 199, property tax exemptions and reporting, and licensures.
9. Responsible for conservative and accurate cash management and related reporting.
10. Responsible for grant and restricted fund accounting and reports. Work with the Director of Development regarding grant requirements.
11. Complete annual applications for Mission insurance policies. Negotiate and comply with liability insurance coverage and requirements for assets and volunteers.
12. Assist with the administration of employee benefit programs as well as annual negotiations and comparisons of providers.
13. Responsible for maintenance of asset records.
14. Assist with basic IT support and coordination of IT services and maintenance.
15. Oversight of the shared administration and accounting budget.
16. Supervise research issues and compliance with applicable regulations governing accounting functions.
17. Responsible for maintaining clear communication and good working relationships with directors and managers.
18. Maintain the confidentiality and integrity of information, data, and records.
19. Provide training to accounting staff on accounting and best business practices.
20. Properly use tact, diplomacy, discretion and judgment.
21. Maintain sound internal control and record-keeping in the performance of job duties.
22. Demonstrate strong interpersonal skills in the performance of job duties.
23. Demonstrate good organization and communicational skills in the performance of job duties.
24. Perform all other duties as necessary in relation to this position.

### **MINIMUM JOB REQUIREMENTS:**

- Must have a committed personal relationship with Jesus Christ and belong to a Christian body of believers.
- Demonstrates appropriate behaviors and character traits of a Christian.
- A demonstrated passion for ministry, advocacy and issues surrounding homelessness and poverty.
- Agrees with and can sign the Good News Rescue Missions statements of Christian faith and be able to share that faith and knowledge with staff and clients.
- A Bachelor's degree in Accounting or related field, a Certified Public Accountant or equivalent certification; OR equivalent experience (5 to 10 years) of progressively responsible duties as a senior accounting administrator with budget, financial accountability and staff development responsibilities; OR equivalent experience in private sector corporate management, public sector corporate management and thorough knowledge of the programs at the Mission.

### **KNOWLEDGE, SKILLS, AND ABILITIES PREFERRED:**

- 5-10 years experience as noted above.
- 2-3 years experience in management preferred.
- Knowledge of and experience with ECFA standards.
- Strong accounting skills, including specific experience in not-for profit organizations, financial statement preparation in accordance with Generally Accepted Accounting Principles (GAAP).
- Extensive knowledge of Internal Revenue Service regulations regarding non-profit reporting and charitable donation receipting.
- Demonstrate computer aptitude and proficiency, particularly with integrated data management systems, Microsoft Office and other applications, as needed.
- Self-starter, highly motivated, good communication/interpersonal skills, and excellent organizational and administrative abilities, including demonstrated ability to manage multiple tasks effectively.

### **WORKING CONDITIONS AND PHYSICAL EFFORT:**

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Pleasant working environment; maybe exposed to cold occasionally. The noise level in the work environment is usually moderate. Employee may come into contact with irate and irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or be mentally or physically disabled. Employee may be regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases.

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

**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. While performing the duties of this job, the employee is regularly required to walk, talk and hear. The employee is occasionally required to stand and regularly required to sit, manual dexterity necessary in using hands to finger, handle, feel, type on computer keyboard. The employee required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds up stairs. Specific vision abilities required by this job include distance vision, color vision, depth perception and peripheral vision. The employee is required to have close visual acuity to perform an activity such as viewing a computer terminal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PRE-EMPLOYMENT SCREENING:**

- Drug and nicotine test
- Clean DMV
- Must be insurable through GNRM's auto insurance provider