



# CONTROLLER JOB DESCRIPTION

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<b>Position Type:</b>	Full-Time, Exempt	<b>Reports to:</b>	President/CEO
<b>Location:</b>	845 Parsons Avenue • Columbus, OH 43206	<b>Travel Required:</b>	Occasionally
<b>Supervisory Responsibilities:</b>	No		

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## POSITION SUMMARY

Lead and oversee all financial, accounting and payroll activities for the Corporation. Perform analysis of financial statements, including the examination, analysis, maintenance, reconciliation, and verification of financial records. Meet deadlines associated with accounting research and resolution of discrepancies. Compile and distribute Corporate financial reports including annual audits and monthly analysis. Lead/support process changes to support timely and accurate Financial Reporting.

## PRINCIPLE RESPONSIBILITIES & DUTIES

In addition to the specific duties and responsibilities listed here, all COCIC staff members are expected to perform any tasks necessary to ensure the orderly, efficient operations of COCIC. All staff must be able to travel and attend conferences, training, and other events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position.

## ESSENTIAL RESPONSIBILITIES

- Direct and manage finance and accounting operations with hands-on involvement
- Manage account payable, account receivable and payroll activities
- Perform financial analysis for existing and potential programs
- Develop, implement, and maintain internal control systems and fiscal policies
- Provide ongoing recommendations for process improvements
- Assist with ensuring grant compliance
- Manage the corporation's 401(k)/retirement program
- Maintain general ledger system in QuickBooks by identifying daily activity in bank accounts. Reconcile bank accounts monthly. Includes reconciling splits of depository and disbursement activity
- Assist in the preparation of grant related budgets
- Record and reconcile expenditures to proper job/contract agreement in QuickBooks
- Track and maintain fixed assets and properties purchased by COCIC along with associated depreciation, if any
- Assist with preparation for the annual audit and prepare 990s, as required
- Develop, improve, and generate monthly financial statements for executive staff and board of directors
- Prepare 1099s, as required
- Monitor and resolve bank issues including fee anomalies and check differences
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Special accounting assignments as required, including overseeing Record Retention Commission and Finance Committee

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- The position requires a high level of integrity and confidentiality; exercising discretion is essential
- Must be proficient in QuickBooks
- Experience with grant accounting is required
- Proficient computer skills and in-depth knowledge of relevant software, such as MS Office Suite
- Excellent communication skills (written and oral), along with strong organizational skills
- Excellent attention to detail with good decision-making instincts
- Excellent time management skills and ability to multi-task and prioritize work

- Individual must be a team player and have ability to establish good working relationship with peers, as well as, work independently and interact with staff and the public in a courteous and professional manner

#### EDUCATION & EXPERIENCE

- A Bachelor's degree in accounting, finance or in business with emphasis in accounting is preferred
- CPA designation is preferred. If applicable, provide proof of certification
- Work experience in non-profit or government accounting is required
- Minimum 5 years in accounting is required
- Experience in a fast-paced environment

#### WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

#### PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand or sit with occasional lifting of materials up to 20 lbs. The employee is required to use hands to input, view and retrieve data from computers. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### AFFIRMATIVE ACTION PLAN/EQUAL OPPORTUNITY EMPLOYER STATEMENT

Central Ohio Community Improvement Corp. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

#### OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.