Coalition for the Homeless Job Description

Title:	Financial Controller
Summary:	This position is responsible for oversight of The Coalition for the Homeless finances including oversight of financial tracking, banking, annual audit and reporting. They are also lead contact for the Finance Committee of the Board of Directors
Reports to:	Executive Director
Direct Reports:	None, but coordinates with Grants Manager and Office Manager
Classification:	Regular Full-Time Professional
Salary Range:	$75,000-$85,000 based on experience
Minimum Requirements:	Bachelor's Degree in a related field with five years of experience in accounting related field. Ability to work with others to manage multiple public and private programs and monthly lease payments. Knowledge of quickbooks, excel and basic accounting procedures including monthly adjustments. Ability to oversee audit and upload documents needed for the audit process. Must have access to insured vehicle.

Job Duties

1) Oversee and coordinate all financial activities for the agency; lead the monthly close out process; monitor cash flow; manage financial reporting to all sources both internal and external; retain control over financial software.
2) Work with the Executive Director to enter and manage the budget in Quickbooks and report monthly to the board of directors on budget versus actuals.
3) Oversee updates to the chart of accounts in order to adequately track all necessary grants and programs for reporting.
4) Oversee all income and expenses in Quickbooks, make adjustments and corrections as needed and report monthly to the board of directors.
5) Reconcile all accounts monthly including federal draws, rent payments and on-line payments and income. And, review, correct and or approve charitable gaming reports.
6) Prepare and upload all materials needed for the annual audit and 990 and answer questions as needed of the auditors.
7) Reconcile all monthly credit card payments and receipts.
8) Oversee implementation of the financial management procedures and make sure all policies are followed. Protect the agency’s assets through partnerships with bank and investment managers. And, ensure internal controls are adequate and substantiating documentation is approved and available.
9) Ensure procurement policies are followed and records maintained ensuring that all purchases, grants and contracts will pass independent and governmental audits.
10) Ensure deposits are made in a timely manner including cash payments taken to the bank.
11) Oversee audit adjustments and annual accounting close out.
12) Maintain all accounting records.