

WEST SIDE CATHOLIC CENTER

Job Description

Job Title: Controller

Reports To: Chief Financial Officer

Work Hours: Normal business hours with additional hours as needed.

FSLA Status: Exempt

SUMMARY: The Controller of the West Side Catholic Center is responsible for all the day to day financial operations of the agency under the direct supervision of the Chief Financial Officer. The position requires oversight of all funds from receipt to outlay. This includes recording all donations, bank deposits, payroll transactions and accounts payable. Standards for the position include productivity and deadlines as set by the Chief Financial Officer. In addition, the Controller maintains the agency's commitment and expectations of functioning as a trauma informed environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Financial:

- Prepare monthly financial statements
 - Income & expense tracking
 - Journal entry – preparation and entry
- Payroll preparation and entry
- Interface with Accounts Payable preparation, system entry, and check processing
- Reconcile bank accounts and other General Ledger Accounts
- Work with the grant reporting team to ensure all expense, payroll and other financial data is correct and available for timely grant submission and reporting.
- Manage periodic automated clearing house donations and electronic fund transfers
- Assist expansion and integration of OnBase software management system into all financial systems
- Supervise and reconcile State ID program accounts
- Prepare quarterly program expense vs. budget reports and share these reports with appropriate program managers.

QUALIFICATIONS:

- Five years experience in financial/accounting work;
- CPA preferred;
- Excellent organizational skills with proven attention to detail in work product;
- Ability to remain focused on task in hectic work environment;
- Proficient in financial/accounting software with ability to learn Financial Edge ® Microsoft Word, Excel, Outlook, and Internet usage;
- Demonstrable knowledge of basic computer systems, network concepts, backup procedures, and filing systems;
- Experience and knowledge of office technology, credit card readers, copiers, telephone systems, etc.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls. The employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, and / or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

Qualified candidates should e-mail their resume with cover letter to Donna McCrory, Executive Assistant/Human Resources Generalist, dmccrory@helpcleveland.org