



Position Description Controller

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Reports to: President

Supervises: Partial Supervision of Bookkeeping Staff

FTE: .75

PURPOSE: To manage overall accounting functions for the Foundation and to provide accounting support and reporting oversight to the President.

RESPONSIBILITIES:

Ongoing accounting responsibilities, management and oversight

1. Under the direction of the President, manage the Foundation's financial resources in accordance with the approved budget.
2. Manage cash flow and advise the President to ensure the most effective use of cash in the day-to-day operations of the organization.
3. Assist the President to verify, support and maintain accountability to volunteer leaders in all area regarding finances, banking and investments.
4. Oversee bookkeeping work performance of others.
5. Maintain chart of accounts, journals, and related financial documentation.
6. Assure the preparation of various corporate filings including insurance, payroll and taxes.
7. Provide reports and other financial information, schedules, etc. to assist other staff to monitor progress on their various functions and responsibilities.
8. When requested by the President, attend meetings to present reports or participate in financial or budget planning discussions.
9. Work with President to monitor investments in accordance with the Investment Policies.
10. Responsible for accounting for non-cash resources such as pledges and in-kind goods and services.
11. Responsible for overall management and operation of software applications pertaining to financial management.
12. Provide support to mail functions, distribute and record daily cash receipts and credit card receipts as required.
13. Provide support to process daily cash and daily credit card receipts, accounts payable, accounts receivable and all daily, weekly and monthly accounting functions.
14. Provide accounting function at events, including registering and recording payments as requested by Development Staff.
15. Maintain petty cash fund.
16. Act as liaison and management to outsourced functions.
17. Act as internal representative for HR functions.
18. Manage Trade Dollar account records and assist other employees and volunteers with their efforts to secure trade dollar donations.
19. Support payroll function.
20. All other tasks as assigned by the President.

Prepare periodic reports pertaining to organizational finances and resources

1. Prepare periodic cash flow reports for the President.



2. Prepare monthly income or profit and loss statements/reports for the President.
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3. Prepare progress reports vs. budget or goals for staff responsible for various service, administrative, marketing or fundraising programs or objectives.
4. Prepare quarterly financial reports by account and function for Board meetings.
5. Prepare other reports or forecasts as requested by the President for various entities such as the Board and Finance / Investment Committee, bank, investment manager, insurers, etc.

Annual Accounting Responsibilities, Management and Oversight

1. Work closely with President and other staff to prepare CLF's annual budget for presentation to the President and Board Chair.
2. Work directly with auditors to prepare for, gather information and assist with the successful completion of the Foundation's annual outside audit, IRS and state filings.
3. Prepare, distribute and analyze RFP for accounting and other services as requested by the President.
4. Assist outside auditor with the preparation and presentation of the Foundation's annual audit to the Board of Directors.
5. Assist outside auditors with the appropriate filings of all end-of-the-year audit documents following audit approval by motion to approve from the Board of Directors.
6. Ensure and report to the President that all filings have been completed and documented.

General:

Supporting functions expected of all CLF employees that increase or enhance cooperation within, and the overall effectiveness of, the staff and agency:

- Meet basic CLF behavior standards, including professionalism, appropriate dress, relationship building, use of work time and cooperative teamwork.
- Maintain a consistent and punctual work schedule and keep the office informed regarding your work day schedule and availability for colleagues and others needing to connect with you by posting in-office, offsite meetings and PTO on CLF calendar on Outlook.
- Follow all PTO procedures for requested time off, with submission of request at least two weeks in advance. PTO approval is dependent upon office coverage and event scheduling. See the employee handbook for details.
- Log and submit time sheets, expense and mileage reports and other appropriate forms/reports for approval in accordance with the agency's reporting and accounting requirements.
- Participate or otherwise support staff wide functions, projects or initiatives such as staff meetings, team building, planning, recognition, celebrations, etc.
- Set an example for staff and volunteer colleagues that reflects positively on CLF's brand, values, principles, culture and goals.
- Prepare and present periodic updates and/or written reports at prescheduled staff and departmental meetings covering your areas of responsibility.
- Participate in the annual budget planning for your areas of responsibility and meet or exceed approved budget goals and control of expenses.
- Provide year-to-date analysis of budget and expenses as applicable for your areas of responsible as requested by your supervisor or the President.
- Support other departments as requested/needed including evening and weekend work as required.
- Travel within the state of Michigan as requested.
- Other tasks as assigned by the President.



I have received a copy of this position description, and agree to perform, to the best of my abilities, the duties listed above.

Employee's Signature

Date

Revised 11.27.16