

IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN-JOB DESCRIPTION

TITLE: CONTROLLER

STATUS: *NON-EXEMPT*

REPORTS TO: *EXECUTIVE DIRECTOR*

DATE *JANUARY 2020*

POSITION SUMMARY:

Responsible for general ledger, accounts payable, accounts reporting, bank reconciliation, budget management, data import/export, and forms design. Applies principles of accounting to analyze financial information and prepare reports.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Maintains a system to track financials from various funding sources, including accounting codes.
2. Works with Executive Director to implement and uphold financial policies and procedures.
3. Processes Accounts Payable on a weekly basis. Assigns vendor and voucher numbers with Executive Directors' approval, processes on computer system according to established procedures. Runs AP checks weekly, gets approval from Executive Director, and sends out approved checks.
4. Keeps organized and accurate files of invoices paid (paper and/or computer files). Responds to financial questions or concerns.
5. Communicates regularly with vendors, including recipients of T.E.A.C.H./WAGES scholarships, to obtain or provide information on their invoices.
6. Posts customer invoices and cash receipts as received daily following agency procedures.
7. Keeps organized and accurate files of invoices generated and prepares credit memos as needed.
8. Processes Accounts Receivables on a weekly basis. Responds to customer inquiries on their account status.
9. Balances AR to General Ledger weekly, runs required reports.
10. Prepares monthly and quarterly financial reports of income, expenses, and investment balances for board meetings and for funding partners and analyzes them against the budget.
11. Works with the Executive Director and Program Managers to prepare the annual budget.
12. Works with Iowa AEYC Treasurer and Executive Director as needed to transfer funds.
13. Processes expense reports. Checks for accuracy, resolves discrepancies, charges to proper accounts, releases approved reports for payment/reimbursement.
14. Processes payroll as approved by Executive Director and all journal-related entries, including tracking of paid time off.
15. Prepares month-end reports including billing and tracking of postage and copies, prepaid income, fixed overhead, monthly contract billings, and balancing of accounts; for approval of the Executive Director.
16. Prepares for the annual audit and works cooperatively with the auditors to provide the information needed.

17. Reviews the filing of tax returns with auditing firm, their reports, and other fiscal documents as required.
18. Processes bank deposits as money is received.
19. Performs various other accounting activities as needed.
20. Compiles and runs special reports as requested by the Executive Director and Managers.
21. Performs various special projects as requested for the Association to include chapter membership payments, group exemption filings, and 501c3 filings.
22. Runs a variety of regular and periodic reports including short and long-term projections.
23. Performs onboarding with new staff and updates existing staff on benefits and fiscal policies.
24. Processes all benefit related documents and maintains appropriate information as required per the Human Resources policies.

ADDITIONAL DUTIES:

Other duties as may be necessary to fulfill the responsibilities of this position.

WORK RELATIONSHIPS AND SCOPE:

Report directly to Executive Director. Works closely with the Program Managers, Administrative Specialist and has frequent interaction with the Board Treasurer, funders, vendors and program staff.

QUALIFICATIONS:

Minimum of Bachelor degree in Accounting or closely related field. Non-profit experience strongly preferred.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Must be able to efficiently and effectively utilize computerized project management and accounting systems; accurately and timely prepare financial statements; organize, direct, control, and perform bookkeeping and accounting activities; exercise good business judgment in making daily operating decisions with the long term best interests of the Association in mind; deal effectively and professionally with a wide variety of people and situations, both pleasant and unpleasant; maintain the integrity of highly confidential business information; communicate effectively verbally and in writing; meet deadlines that change frequently; deal effectively with time pressures, stress, and change.

WORKING CONDITIONS:

Work is primarily in an office environment with little chance for personal injury. Deadline pressure is an integral part of the job. Frequent mental and visual concentration for computer usage and reading/assimilating computer information. Position is half- time (20 hours per week). Work hours are generally during normal business hours, although some variation in work hours will occur due to staff meetings, special projects, deadlines, and other concerns.

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EQUIPMENT OPERATED:

Utilizes a PC and computer printer for word processing, spreadsheets, email, Internet access, and other specific applications. Utilizes a keyboard, telephone, fax, office copier, and other general office equipment.

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Program Manager or Executive Director of Iowa AEYC. Requirements and expectations of the position are subject to change over time and for possible modification to reasonably accommodate individuals with a disability.

I acknowledge this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this position.

Received by Employee

Date