

**Sample job description: Controller**

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| **Employee name** | Full name | **Job title** | Controller |
| **Direct supervisor** | Full name | **Job title** | Job title |
| **Classification** | [ ]  Nonexempt [x]  Exempt (U.S. only) |
| **Position type** | [x]  Full-time [ ]  Part-time [ ]  Temporary |
| **Working hours** | Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand. |
| **Compensation** | List salary, salary grade and pay range (minimum and maximum salary). |
| **Supervisory responsibilities** | The controller is responsible for the direct supervision of all accounting and payroll staff. |

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| **Job summary or purpose** |
| The controller is responsible for the accounting operations of the company, including preparation of financial reports, maintaining an accurate system of accounting records, and administering a comprehensive set of controls designed to mitigate risk, ensure accuracy of the organization's financial reporting, and compliance with generally accepted accounting principles (GAAP). |
| **Essential functions** |
| Essential functions of the controller include, but are not limited to, the following:* Preparing financial reports and assisting with the annual report
* Reviewing and approving all accounts payable, including expense reimbursements
* Ensuring that accounts receivable are collected promptly
* Ensuring that payroll is processed in an accurate and timely manner
* Managing cash flow, including performance of all bank transfers
* Maintaining a documented system of accounting controls
* Preparing or assisting with tax reporting at the local, state and federal level
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| **Competencies** |
| * Excellent accounting skills and knowledge of GAAP
* Excellent leadership skills
* Communication proficiency, including excellent verbal and written communication skills
* Technical proficiency, including use of databases and accounting applications
* Excellent problem-solving and analytical skills
* Personal effectiveness and credibility, including composure under stress
* Integrity
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| **Qualifications and requirements** |
| * Master's and/or bachelor's degree in accounting or finance with CPA designation (master's degree preferred)
* 5 or more years of progressive accounting and management experience, preferably in the nonprofit sector, demonstrating a strong operational focus
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| **Work environment** |
| This position operates in a professional office environment with moderate noise and many unscheduled interruptions. Sitting for long periods of time is typical in this position but brief periods of walking or standing may occur. |
| **Physical demands** |
| This position requires speaking and hearing. Frequent typing and writing is customary. Bending and twisting could occur regularly. The employee must be able to lift up to 10 pounds at certain times. |
| **Travel requirements** |
| This position may require up to 10 percent travel. Travel may be outside the local area and overnight. |
| **Affirmative action plan or equal employment opportunity** |
| This organization is fully committed to equal employment opportunity, maximum utilization of all employees, and employment and advancement regardless of race, color, creed, religion, sex, age, sexual orientation, national origin, disability, veteran status or any other characteristic protected by state, federal or local law. Discrimination of any type will not be tolerated. |
| **Other duties and functions** |
| This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the position. Duties, responsibilities and activities may change at any time with or without notice. |

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| **Employee agreement and signature** |
| The employee's signature below constitutes understanding of the job requirements, essential job functions, and other duties and functions of this position; an understanding that the job description is subject to change; and an understanding that reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job.  |
| **Employee signature** |  | **Date** |  |

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| **Management and HR agreement and signatures** |
| This job description has been approved by all appropriate management staff. |
| **Direct supervisor signature** |  | **Date** |  |
| **Department manager signature** |  | **Date** |  |
| **HR representative signature** |  | **Date** |  |

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