

## **Job Description: Controller**

**Date:** July 2022  
**Title:** Controller  
**Department:** Accounting Department  
**Position Reports To:** Chief Financial Officer  
**Status:** Exempt / Full-time

**Summary:** The Controller will plan and direct the accounting operations of the Center. The Controller will lead all day-to-day finance operations of an operating budget of \$10 million and supervise a team of 3 to 4 staff members including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The Controller will ensure that the Center has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Controller will work closely with program leaders and their staffs, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations. In addition, the Controller will partner with the CFO, senior leadership, and human resources (HR) and information technology (IT) staff to enhance and better integrate finance, HR, and IT functions.

### **Job Duties:**

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards.
- Maintain internal control and safeguards for receipt of revenue, costs, and programs budgets.
- Responsible for the processing of and ensuring accurate and timely preparation of payroll, maintenance of payroll accounts, and payment of payroll taxes and related liabilities.
- Monitor the receipt of all income, analyze organizational financial commitments; manage cash flow and bank balances to meet the financial obligations and needs of the Center; regularly communicate status to CFO and Center leadership.
- Manage accounting staff, including monitoring and evaluating work performance, assisting with complex or unusual problems, delegating tasks and responsibilities, providing training and direction, and interviewing and suggesting applicants for departmental hire.
- Oversee the processing of and ensure accurate and timely preparation of accounts payable and receivables including implementing effective monitoring, verification, and coding procedures to ensure accuracy.
- Coordinate various general accounting functions such as journal entries, account reconciliations, and special reports.
- Evaluate technological component of accounting operations and participate with IT staff in system design and implementation.
- Recommend changes to improve systems and financial performance.
- Present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual budget reports and financial statements; keep senior leadership abreast of Center's financial status.

- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Manage organizational cash flow forecasting.
- Manage and track the performance of invested assets.
- Coordinate preparation of 990 and 990T tax returns.

**Competencies:**

- Organizational and time management skills.
- Demonstrated knowledge of accounting principles for non-profits.
- Expert knowledge of Microsoft Dynamics GP or similar, including generating reports.
- Proficient in Microsoft Office Suite, with emphasis on advanced Excel knowledge.
- Experience handling confidential information appropriately.
- Problem-solver.
- Supervisory skills, including ability to delegate and mentor staff.

**Supervisory Responsibilities:**

- Staff Accountant, Accounts Payable Accounting Clerk, Accounts Receivable Accounting Clerk, and any seasonal employees, or volunteers.

**Required Education and Experience:**

- Bachelor’s degree in Accounting or Business Administration required.
- CPA certification recommended.
- Ten years of progressive accounting experience.
- Knowledge of not-for-profit accounting principles.
- Good verbal and written communication, excellent organizational skills, and attention to detail.
- Possess qualities of teamwork, patience, adaptability, good humor, and the ability to work cooperatively with other staff and to also work independently.
- Two years of supervisory experience.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**EEO Statement:**

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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## Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting				X
Standing			X	
Walking			X	
Bending Over			X	
Crawling	X			
Reaching		X		
Crouching		X		
Kneeling		X		
Balancing	X			
Pushing/Pulling		X		
Lifting/Carrying				
10 lbs or less		X		
11 lbs to 25 lbs		X		
26 lbs to 50 lbs	X			
51 lbs to 70 lbs	X			
Manual Dexterity				X
Fine Motor Skills				X
Gross Motor Skills		X		
Eye/Hand Coord.				X
Near Vision				X
Far Vision		X		
Color Recognition			X	
Hearing			X	

## Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside			X
Working Inside	X		
Working Alone	X		
Working Closely with Others	X		
Excessive Cold/Heat		X	
Excessive Humidity/Dampness		X	
Noise/Vibrations			X
Working with Chemicals/Detergents/Cleaners		X	
Working Around Fumes/Smoke/Gas		X	
Walking on Uneven Surfaces		X	
Motorized Equipment or Vehicles			X
Working with Machinery/Motorized Equip.		X	
Climbing on Scaffolds or Ladders		X	