

Controller Job Description

POSITION OVERVIEW

The Controller is responsible for all accounting functions including maintenance of WDI's books and records, financial statement preparation and distribution, overhead cost review management, cash management, budgeting and financial projections, accounting policies and procedures

RESPONSIBILITIES

- Coordinate and direct the financial planning, budgeting, procurement, or investment activities of all or part of an organization.
- Monitor financial activities and details, such as cash flow and reserve levels, to ensure that all legal and regulatory requirements are met.
- Prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, or reports required by regulatory agencies
- Maintain current knowledge of workforce development legislation; adapt fiscal policies to ensure compliance
- Develop internal control policies, guidelines, and procedures for activities, such as budget administration, cash and credit management, and accounting
- Receive, record, and authorize requests for disbursements in accordance with company policies and procedures
- Process accounts payable, accounts receivables, bank reconciliation, payroll and related withholdings and taxes
- Review expense reimbursements,
- Assist in preparation of contractor monthly reports
- Receive cash and checks and make deposits.
- Work with Accounting Firm Selected in preparation of annual Audit.
- Handle all aspects of employee insurance, benefits, and casualty programs, including monitoring changes in health insurance regulations and creating budgets for benefits and worker's compensation.
- Determine depreciation rates to apply to capitalized items and advise management on actions regarding the purchase, lease, or disposal of such items.

QUALIFICATIONS

- Bachelor's degree in accounting or related financial field
- Must have experience with complex budget planning and management for a nonprofit organization or government agency, including financial reporting, government contracts, and audit processes.
- Experience in an organization with multiple funding streams required.
- Experience with Sage Intact Accounting Software and ADP required.
- Position requires demonstrated ability to analyze complex financial data, interpret, explain, and apply applicable laws, rules, regulations, and policies controlling budgetary and fiscal record keeping; and leading-edge experience developing financial reporting solutions that meet the vision of the organization and needs of multiple internal and external stakeholders.
- Ability to deal with multiple levels of people effectively, in group and individual settings
- Strong attention to detail
- Demonstrate a high level of organizational skills and the ability to self-manage and prioritize a dynamic workload

SALARY: \$60,000 to \$70,000

LOCATION: Lansing

HOW TO APPLY

Send resume to: mgbeach@miwdi.org

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