

SAN GABRIEL/POMONA **REGIONAL CENTER**

CAREER OPPORTUNITY ANNOUNCEMENT

JOB TITLE: CONTROLLER

DEPARTMENT: FISCAL

JOB FUNCTIONS

Under the general supervision of the Chief Financial Officer (CFO), this position is responsible for the accounting operations of the agency, including the production of periodic financial reports, maintenance of an adequate systems of accounting records, and a comprehensive set of controls and budgets designed to enhance the accuracy of the agency's reported financial results, and ensure that reported results comply with generally accepted accounting principles. The Controller supervises, oversees, coordinates and participates in the operations of the accounting departments for both operations and purchase of services for client accounts, accounts payable, and client revenue (benefits). This position also oversees the accounting operations of the general ledger accounts, especially the control systems of transaction processing operations and policies and procedures transactions. Maintains and enforces a documented system of accounting policies and procedures.

EDUCATION AND EXPERIENCE

A Bachelor's degree in finance, accounting, economics, business administration or a related field is required. A Master's degree in finance, business administration or a related field is preferred.

A minimum of 5 years' experience managing the financial and accounting functions of an agency with a large budget is required. An individual who has prepared electronic financial documentation for a large sized non-profit organization is preferred.

CERTIFICATES/LICENSES/REGISTRATIONS:

A valid California driver's license or other means of transportation that will permit the incumbent to discharge job duties effectively and efficiently is required. A Certified Public Accountant's (CPA) license is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- a. Monitor and reconcile general ledger, client's trust, fund balances, and other accounts.
- b. Monitor and review bank reconciliations, prepare payroll bank reconciliations
- c. Manage all bank related issues, including cash flow
- d. Process and reconcile fiscal year end closing activities, including UFS rollback
- e. Process and reconcile 1099 filings
- f. Review and perform fund transfers within the organization's accounts
- g. Review and/or prepare
- h. Monitor state claim receivable
- i. Monitor ICF/SPA receivable
- j. Prepare audit schedules
- k. Monitor annual and bi-annual audits
- l. Oversees fixed assets reconciliation.

KNOWLEDGE, ABILITY AND SKILLS:

- a. Knowledge and skills in accounting principles, practices and procedures
- b. Ability to independently produce all financial related correspondence, record keeping, and related administrative documents.
- c. Ability to provide financially related technical assistance to the Center's staff, service providers, individuals served, and families in a variety of settings.
- d. Ability to engage in effective interaction with diverse people in a wide variety of situations and contexts.
- e. Ability to work collaboratively across the Center, employing a team-focused approach.
- f. Effective written communication for reports and formulation of financial records.
- g. Skills in tracking the Center's expenditures.
- h. Knowledge and experience in use of Excel and other financial platforms.

MONTHLY SALARY RANGE: \$5,990.63 - \$10,755.75

FILING DEADLINE: Until Filled

TO APPLY, PLEASE E-MAIL TO: rsandoval@sgprc.org
San Gabriel/Pomona Regional Center
75 Rancho Camino Drive
Pomona, CA 91766
(909) 868-7501

SAN GABRIEL/POMONA REGIONAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER