

Community Connection of Northeast Oregon, Inc.  
Position Description  
**Controller**  
Range 49 (\$6,618 - \$9,419 per month)

Position Classification	
Salary -----X	
Hourly	
Overtime Exempt -----X	
Overtime Non-Exempt	
Safety Sensitive	

GENERAL STATEMENT OF DUTIES

Establishes and oversees all fiscal systems for the agency. Is responsible for: developing the annual budget in partnership with county and program managers, monitoring and reporting grant activities, day-to-day accounting functions, and for the annual independent audit. Provides expertise in accounting and uses this expertise to assist administrators and program managers.

SUPERVISION RECEIVED

Works under the supervision of the Executive Director.

SUPERVISION EXERCISED

Supervises the fiscal department staff.

TYPICAL EXAMPLES OF WORK (Any position will not usually involve all the duties listed and many positions involve duties which are not listed.)

1. Maintains complete, concise, accurate, and timely accounting records for the organization in compliance with GAAP, fund and accrual accounting procedures, and federal regulations.
2. Establishes and maintains a chart of accounts and a computerized accounting system which complies with grant requirements for each program.
3. Assists the Executive Director, Assistant Director, County Managers, and Program Managers in establishing budgets for each program and monitors financial activities throughout the year for deviation from budget. Consults with same personnel on any deviation.
4. Completes month end procedures such as journal entries and bank reconciliations. Runs monthly general ledger reports, trial balances and financial reports; reviews all for accuracy.
5. Prepares reports for the Board of Directors and management staff. Monitors and analyzes financial activities and makes recommendations for changes. Prepares monthly letter to the Board of Directors regarding agency financials and current grant activities.
6. Prepares financial reports for grantors. Monitors cash flow and requests payments from grantors.
7. Prepares budget data from grant applications.
8. Prepares for the annual independent audit; assists auditor during the audit process.

9. Sets up contract files for each grant. Maintains contract files for agency leases and agreements.
10. Assist in updating and maintaining fiscal manuals, including Accounting Policies and Procedures manual.
11. Work with HR Manager to ensure that the payroll system is updated yearly (or as required) with current federal and state tax rates, state unemployment rates, and worker's compensation rates.
12. Coordinate with payroll specialist to complete employee W-2s, Federal and State tax returns such as Form 941 and Oregon Form OQ and the Worker's Compensation quarterly reports. Ensure that W-2s, returns and reports are filed in a timely manner with appropriate agency.
13. Submit employee W-2s, federal and state tax payments, retirement contributions, and child support payments online as required. Process the online submitted payments in the accounting software.
14. Fill in for Payroll Specialist as needed which may include processing payroll, maintaining vacation and sick leave accruals, and processing payroll accounts payable such as health insurance, Aflac etc.
15. Maintain listing of employees who are authorized to use a company Visa card. Process changes to the agency gas cards such as requesting a new card, deleting a card or unlocking a card that has accidentally been locked during use.
16. Trains, supervises, and evaluates fiscal department staff. Assigns work to and review the work of fiscal staff.
17. Occasional travel throughout Northeast Oregon and across the state for meetings and training.
18. Other duties as assigned by the Executive Director.

#### REQUIRED EDUCATION AND TRAINING (Including Accreditation and/or Licensing)

- ~ Bachelor's Degree in Accounting, Finance, or a related field; CPA preferred. Three years' experience working in accounting and non-profit fund accounting is preferable.
- ~ Other trainings as needed.
- ~ Valid Oregon driver's license is required.

#### KNOWLEDGE, SKILLS, AND ABILITIES

##### Knowledge:

*the body of information you have that can be applied in helping you to do the job*

- ~ Knowledge of various state and federal program rules and regulations, and how they apply to the non-profit sector.
- ~ Knowledge of fund accounting.

##### Skills:

*the quantifiable and measured handling of things, data or people, either verbally, manually, or mentally to accomplish an objective*

- ~ General computer and office skills including, but not limited to, Microsoft Word and Excel as

well as a variety of federal and state database programs.

~ Must possess strong writing skills.

~ Critical thinking skills and analytical skills required. Must be self-directed and have good time management skills.

~ Must possess excellent communication skills: in writing, verbally and through non-verbal communication.

Abilities:

*the capacity to perform or to express a given skill*

~ Demonstrate the ability to apply the required knowledge and skill listed to a positive work outcome.

~ Ability to apply knowledge of accounting principles, budgets, and reporting requirements by using laws, regulations and guidelines pertaining to non-profit organizations and government grants.

~ Ability to demonstrate and maintain positive, professional relationships with other employees, clients, visitors, fiscal staff, board members, government representatives, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

~ Position predominantly requires sitting but will also include the following: standing, walking, bending, lifting, carrying, and kneeling.

~ Ability to lift up to 35 lbs. to move file boxes or office equipment, as needed.

~ Noise environment is that of a quiet office environment. Frequent telephone use and in-office appointments may change this atmosphere.

~ Traveling to appointments and/or meetings may result in longer periods of sitting while driving or riding in a vehicle.

Must pass a pre-employment drug test and criminal history background check.

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*Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.*

*If you need assistance or an accommodation due to a disability, you may contact us at [jobs@ccno.org](mailto:jobs@ccno.org) or you may call us at 1-541-963-3186.*