

Mid-Willamette Valley Community Action Agency is hiring a Full-time Controller



Applies advanced accounting theory, accounting and management skills to develop and implement agency accounting procedures, use of systems, accounting structures, maintain the chart of accounts, ensure integrity, accuracy and control of accounting data; and control the expenditure of funds.

MINIMUM QUALIFICATIONS

EDUCATION and/or EXPERIENCE

Six years of professional accounting experience* **and either:**

A Bachelor's degree in accounting; **or**

A Bachelor's degree in any discipline that includes or is supplemented by 30 quarter (20 semester) credit hours in accounting.

Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees.)

*Two years of the experience must have included a) designing and/or modifying accounting systems or accounting structures that require frequent changes in requirements to meet specific business objectives; b) consulting with program managers or external organizations; and c) assuring the proper functioning and accountability of fiscal operations; d) doing independent research and analysis which include making recommendations that resolved issues; and e) preparing or compiling complex financial reports. Additionally, prior experience with grant accounting and Federal grant requirements is required.

- ◆ Ability to communicate effectively, verbally and in writing.
- ◆ Ability to perform data input and utilize a calculator with speed and accuracy.
- ◆ Ability to prioritize and organize work to effectively meet Fiscal deadlines.
- ◆ Ability to work with minimal supervision.
- ◆ Demonstrated skills working with personal computers, databases and accounting software.
- ◆ Ability to work on various tasks simultaneously.
- ◆ Ability to read and analyze purchasing guidelines and restrictions.
- ◆ Ability to work after hours and on weekends when necessary to meet deadlines.
- ◆ Ability to gather information and assimilate data to prepare reports.
- ◆ Ability to work effectively with people of varying personalities, backgrounds and experience.
- ◆ Registration with the Office of Child Care Central Background Registry. Valid Oregon Driver's License and insured vehicle available for use on the job or acceptable alternative.

Essential Duties and Responsibilities include: Accounting Systems and Operations (40%), Financial Oversight and Internal Controls (30%), Reports and Communications (30%)

\$52,000 per year

DOE

Open until filled

Kaiser Medical, Vision, & Dental

4% annual salary

contribution to 401(k)

**Flex account, Basic Life, AD&D
insurance, paid vacation, sick days
and holidays**

Ready to make a difference? Here's how to apply:

Applications can be downloaded at www.mycommunityaction.org.

Email your application and to jobs@mwvcaa.org.

Or mail/submit to:

Mid-Willamette Valley Community Action Agency, 2475 Center St NE, Salem OR 97301. 503-585-6232

Equal Opportunity Employer Job #201831

**Mid-Willamette Valley Community Action Agency
2475 Center St. NE, Salem, OR 97301**

POSITION DESCRIPTION

Job Title: Controller
Program/Dept: Administration
Reports To: Chief Financial Officer
FLSA Status: Exempt
Revision Date: January 15, 2016
Pay Range: \$52,000 per year DOE

THE MISSION OF MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY: PROVIDING VITAL SERVICES AND RESOURCES; MEETING THE NEEDS OF OUR COMMUNITY. ADMINISTRATION IS A PROGRAM OF THE MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY.

GENERAL DESCRIPTION

Applies advanced accounting theory, accounting and management skills to develop and implement agency accounting procedures, use of systems, accounting structures, maintain the chart of accounts, ensure integrity, accuracy and control of accounting data; and control the expenditure of funds.

MINIMUM QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Six years of professional accounting experience* **and either:**

- A bachelor's degree in accounting; **or**
- A bachelor's degree in any discipline that includes or is supplemented by 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees).

*Two years of the experience must have included a) designing and/or modifying accounting systems or accounting structures that require frequent changes in requirements to meet specific business objectives; b) consulting with program managers or external organizations; and c) assuring the proper functioning and accountability of fiscal operations; d) doing independent research and analysis which include making recommendations that resolved issues; and e) preparing or compiling complex financial reports.

Additionally, prior experience with grant accounting and Federal grant requirements is required.

COMMUNICATION SKILLS

- Ability to communicate effectively, verbally and in writing.

OTHER QUALIFICATIONS

- Understand and believe in the mission of Community Action.
- Ability to perform data input and utilize a calculator with speed and accuracy.
- Ability to prioritize and organize work to effectively meet Fiscal deadlines.
- Ability to work with minimal supervision.
- Demonstrated skills working with personal computers, databases and accounting software.
- Ability to work on various tasks simultaneously.
- Ability to read and analyze purchasing guidelines and restrictions.

- Ability to work after hours and on weekends when necessary to meet deadlines.
- Ability to gather information and assimilate data to prepare reports.
- Ability to work effectively with a variety of personalities.

CERTIFICATES, LICENSES, REGISTRATIONS

- Registration with the Office of Child Care Central Background Registry.
- Valid Oregon Driver's License and insured vehicle available for use on the job or acceptable alternative.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. This job description is not intended to be all-inclusive. Employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

Accounting Systems & Operations (40%)

- Maintain expert knowledge of GAAP, OMB Uniform Administrative Requirements, and cost principles of agency grant agreements and awards. Apply this knowledge to control accounting functions, advise accounting staff and ensure adequacy of agency controls and procedures related to grant activity, accounting and reporting.
- Manage all accounting operations including billing, Accounts Receivable, Accounts Payable, General Ledger, Inventory Accounting and Revenue Recognition.
- Work with Financial Services team to resolve the most difficult and unusual accounting problems and ensure system adaptations and corrections as necessary.
- Organizes plans, prepares and oversees all tasks related to month and year-end accounting and reporting including the annual audit, preparation of data for financial statements and the completion of the agency's 990 reporting.
- Monitors agency cash flows; report status to CFO timely.

Financial Oversight and Internal Controls (30%)

- Apply advanced accounting theory, accounting and management skills to develop and implement agency accounting policies, procedures and use of systems; ensure integrity, accuracy and control of data; and control the expenditure of funds.
- Oversees the maintenance of accounting controls and the preparation of prescribed reports.
- Reviews journal entries, financial status reports, federal financial reports, and other reports prepared and input by other accountants.
- Prepares analyses to evaluate risk, benefit and costs of proposals; supports proposals or develops alternatives and recommends agency action.
- Maintain agency internal control plan and documentation of controls; bring issues to the attention of the CFO and recommend solutions.
- Assist in the development and documentation of business processes and accounting policies to maintain and strengthen internal controls
- Research technical accounting issues for compliance.

Reports & Communication (30%)

- Coordinate all audit and grant funder monitoring and review activities
- Prepares journal entries to adjust and correct agency accounts per analyses and reconciliations and assigns to accounting staff for input.
- Assist in preparation of monthly agency-wide financial statements and quarterly financials for presentation to the board of directors.
- Coordinate and direct the preparation of financial forecasts and report variances.
- Prepare budgets and timely monthly financial statements and reports for programs; review, analyze and reconcile data. Prepare and interpret this information for use by the program directors in making decisions about the programs.
- Account for grants as assigned.
- Develops reports for use in management decision-making.
- Prepare analyses requested by the CFO to aid in financial management of the agency; recognize issues that should be raised and prepare data for presentation to the CFO using own initiative.

Other Essential Duties

- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- May be assigned other responsibilities that further program goals and objectives.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- Computer and software proficiency is essential (Windows environment) with a strong working knowledge of Excel.
- Comply with MWVCAA safety policies and personnel rules.
- Work 40 hours per week, Monday thru Friday, and other hours as assigned.
- Work cooperatively with managers, administration, co-workers and the public.
- Engage with all others as members of a team that deserve and receive respect and positive communication at all times.
- Maintain regular and punctual attendance.
- Perform all other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has direct responsibility over the body of work specific to Grant Accountant, Payroll, and Accounting Specialist positions but department supervision resides under the authority of the Chief Financial Officer.

CONFIDENTIALITY

Respects the confidentiality of information about agency procedures, invoices, programs, vendors, clients, staff, and other program operations of the agency.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

EQUIPMENT USED

The equipment used described here is representative of that an employee may encounter while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee will use office equipment including, but not limited to, a telephone, computer monitor, keyboard, and mouse, copier, stapler, printer, calculator, ten key, and writing instruments.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, in an office setting.

This position is a high-volume, fast-paced role in which multiple phone and in-person interruptions are common.