**Rural Community Assistance Corporation**

**Job Description**

***Controller***

**Classification:** *Grade I* **Department:** *Finance Grants & Contracts*

**Status:** *Exempt* **Supervisor:** *CFO*

**Organization**

Founded in 1978, Rural Community Assistance Corporation (RCAC) is a 501(c)(3) nonprofit organization that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals. For more than 40 years, our dedicated staff and active board, coupled with our key values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

**Finance Grants and Contracts**

The Finance, Grants & Contracts (FGC) department is responsible for the corporation’s financial operations including accounting, budgeting, contract management, facilities management and procurement functions.

**Position Description**

Prepare and revise corporate budget and reports; coordinate treasury functions; support the Chief Financial Officer (CFO) with grant and contract management; participate in Senior Leadership Team (SLT); manage investment portfolio; review financial contract and grant requirements; manage Finance department’s tasks, products, staff and resources; coordinate corporate and funder audits; participate in review of fiscal systems of network agencies.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **General responsibilities and duties include, but are not limited to the following:**

* Prepare and revise corporate budgets and reports
* Perform ongoing review of monthly corporate financial reports
* Monitor revenue and expenditures for each department and compare with projections
* Prepare reports for and facilitate monthly budget meetings
* Analyze monthly allocation of shared expenses
* Function as the primary relationship manager with all RCAC banking and investment management companies
* Support the CFO with management and compliance issues involved with federal and state grants and contracts
* Participate in Senior Leadership Team meetings and assist CFO with presentation of financial reports
* Work with RCAC’s investment managers to invest idle funds to maximize returns
* Coordinate with loan servicing staff for cash flow needs
* Compile proposal budgets
* Prepare and send quarterly and annual corporate and funding sources budgets and reports
* Maintain contract and grant binders of all funding sources
* Manage and train accounting staff
* Organize and conduct accounting strategic planning activities that reflect the department and RCAC mission, goals, and priorities
* Organize, lead and participate in team group meetings
* Facilitate year-end and program specific audit work with auditors
* Perform internal audits of accounts and cost centers as necessary
* Participate in review of network agencies’ fiscal system
* Stay current on new FASB, GAAP, and OMB pronouncements
* Examine entries to journals and ledgers for accuracy and compliance with new regulations
* Other duties as assigned

**Ability to:**

* Be a hands-on manager and supervise staff effectively
* Organize and prioritize Finance department’s work to meet established timelines
* Analyze and resolve complex financial issues that impact RCAC programs
* Work with minimum supervision and effectively prioritize multiple tasks
* Supervise staff effectively
* Facilitate meetings
* Proofread and edit documents
* Be a team player and provide excellent customer service to internal and external clients
* Effectively listen and communicate both verbally and in writing
* Prepare and present complex financial reports, statements and summaries
* Analyze complex financial and statistical data, records and reports
* Conduct research and analysis
* Plan strategically, organize and prioritize work to meet established timelines
* Demonstrate knowledge of MS Office Suite

**Minimum Qualifications**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination include:

Experience:

* Six (6) years of supervision experience
* Six (6) years of applicable experience in accounting including comprehensive nonprofit organization accounting
* Six (6) years of applicable experience in financial analysis. Nonprofit and small business analysis experience is preferred
* Treasury management experience
* Government grants and contracts experience

Education/Professional Qualifications:

* Bachelor’s Degree in Business Management or Accounting
* CPA certification OR some public accounting experience OR passing the CPA exam a plus

**Physical Job Requirements:**

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

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Special Requirements:**

Possession of valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy may be required when traveling for business purposes.