

RIDE CONNECTION POSITION DESCRIPTION ASSISTANT CONTROLLER

Position Title: Assistant Controller
Position Reports To: Controller
Positions Supervised: None
Status: Exempt

Position Summary

The Assistant Controller position is a confidential position who is responsible for providing high level support to the Controller, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles. They will help to guide financial decisions by recommending, monitoring, and enforcing policies and procedures. Protects assets by recommending, monitoring, and enforcing internal controls. The Assistant Controller will be responsible for preparation of monthly accruals, reconciling accounts and investigating discrepancies, preparing monthly financial statements and preparation of monthly and annual accruals.

Core Accountabilities

Agency Values – Consistently demonstrates Ride Connection values in all business interactions and performance. Ride Connection has identified the following as our agency values

- Recognize, nurture and appreciate our customers and staff, paid and volunteer.
- Maintain collaborative relationships with Service Partners.
- Deliver safe, personalized transportation options.
- Assure honest, reliable and accountable business relationships and practices.

Teamwork – Exhibit spirit of cooperation, showing adaptability and flexibility. Support team goals, assist co-workers and show appreciation for others. Communicate effectively and kindly with others.

Respect and Caring – Consistently and respectfully interact with others in a compassionate and professional manner. Maintain confidentiality.

Effective Use of Resources – Use office and position resources effectively. Make efficient use of the time and talents of others.

Initiative – Show independence and ingenuity. Demonstrate creativity in problem solving, contributing new ideas and solutions.

Lead by Example

Major Duties and Responsibilities

- Participate in the development and support of the organization's strategic plans
- Assist in the monitoring of the financial performance of the organization
- Assist Controller in Monitoring and confirming financial condition by conducting audits; coordinating and providing information to external auditors and funders
- Assist in report preparation by collecting, analyzing, summarizing information and trends
- Assist and coordinates the preparation of regulatory reporting
- Assists Controller in ensuring standard accounting principles and management procedures are followed to minimize or avoid audit findings
- Assists Controller in preparing budgets as needed
- Develop and manage financial controls in accordance with the organization's procedures
- Assists financial decisions by recommending, monitoring, and enforcing policies and procedures
- Provide support for and works closely with the rest of the fiscal department
- Ensure that all reconciliations are completed timely
- Maintain an orderly accounting filing system
- Assist in the Issuance of timely and complete financial statements
- Coordinate the preparation of the corporate annual report
- Support month-end and year-end close process
- Assessing current accounting operations, offering recommendations for improvement and implementing new processes
- Supports annual site visits & follow-up on fiscal & compliance related issues
- Represents Ride Connection in a professional manner to our service partners, our funders, and the community
- Ability to effectively communicate the mission and purpose of Ride Connection
- Develops, maintains and enhances relationships with Ride Connection staff, partners, customers, and supporters
- Provides superior quality customer service to ensure that each person who requests Ride Connection service is treated with dignity, respect and patience
- Participates in required training programs and attends all staff meetings as required
- Activities of this position actively support inclusive practices that determine the needs and preferences of our target population
- Adheres to current Ride Connection Personnel Policies

- Performs other duties as assigned

Required Qualifications

- Bachelor's Degree in Business, Accounting, Finance or related discipline or the equivalent combination of education and/or relevant experience. CPA preferred
- Knowledgeable and experienced with federal cost principles
- Knowledgeable and experienced with fund and functional accounting principles
- Impeccable analytical and organizational skills
- Self-motivated and self-directed
- Ability to work closely with supervisor and fiscal team
- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements
- Experience with general ledger and the month and end close process
- Excellent accounting software user and administration skills
- Proven working experience within an accounting/fiscal department
- Demonstrated computer skills, and proficient with the Microsoft Office environment and related software
- Ability to communicate professionally, effectively and pleasantly on the phone, and to take and relay complete messages
- Strong organizational skills and ability to manage multiple responsibilities within a specified timeline
- Excellent interpersonal, oral and written communication skills, exercises good judgment, courtesy, and tact in public contact and handling problems
- Ability to work as a team member with a diverse group of people
- Ability to understand and follow written and oral instructions
- Ability to give clear and concise directions, both orally and in writing
- Ability to work independently on assigned tasks and to make decisions with minimal supervision by prioritizing and organizing tasks
- Ability to meet prescribed deadlines
- Ability to adapt to a rapidly changing environment
- Effective problem-solving skills
- Effective listening skills
- Must have access to reliable transportation for employment purposes which may include evenings and weekends. If using personal vehicle, must maintain proof of auto insurance and comply with State regulations
- Maintain a driving record that meets or exceeds Ride Connection's driver standards
- Ability to pass a National Criminal Record Check which includes fingerprint identification

Preferred Qualifications

- Experience with government and foundation grants and transportation preferred
- Experience within the transportation field

- Experience working with older adults and people with disabilities
- Experience and passion working for a Non-Profit organization
- Ability to speak other languages, in addition to English
- Advanced degree in Accounting
- CPA or CMA preferred
- Experience using Financial Edge software

Physical Requirements

- Repetitive motion
- Prolonged sitting
- Verbal communication with others
- Extensive visual involvement
- Extensive use of a computer and ten key
- Office environment
- Occasional lifting of items from below the knees or above the shoulders
- Occasional lifting up to 40 pounds

Note: This job description is intended as a guideline, only, and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment may be terminated at will, with or without cause.

Ride Connection is an Equal Opportunity Employer.