

RIDE CONNECTION POSITION DESCRIPTION CONTROLLER

Position Title: Controller
Position Reports To: Chief Financial Officer
Positions Supervised: Fiscal Staff
Status: Exempt

Position Summary

The controller position is a confidential position who is accountable for the fiscal operations of the company, 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 guide financial decisions by establishing, monitoring, and enforcing policies and procedures. Protects assets by establishing, monitoring, and enforcing internal controls. The Controller will be responsible for budget preparation, budget management, financial analysis, contract management, payroll, forecasting, accounts payable, accounts receivable and financial reporting.

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
- Monitors and confirms financial condition by conducting audits; coordinating and providing information to external auditors and funders
- Prepares reports by collecting, analyzing, summarizing information and trends
- Coordinate the preparation of regulatory reporting
- Ensures standard accounting principles and management procedures are followed to minimize or avoid audit findings
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; maintaining funding regulation knowledge; filing financial reports; advising management on needed actions
- Research technical accounting issues for compliance
- Prepares budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans
- Prepare forecasts of annual results for programs and organization
- Calculate variances from the budget and report significant issues to management
- Develop and manage financial controls in accordance with the organization's procedures
- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures
- Responsible for and supervises all data collection for the preparation of, but not limited to, financial statements, cash flow projections, other fiscal reports and billings, and statistical reports and schedules according to prescribed timelines for all grants, contracts and staff
- Provide leadership, manage and support the fiscal department
- Responsible for timely preparation of payroll and payment of related taxes and benefits
- Ensure that bank reconciliations are completed timely
- Maintain an orderly accounting filing system
- Issue 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
- Coordinates preparation of annual federal and state tax returns

- Represents Ride Connection in a professional manner to our service partners, our funders, and the community
- Assures that no overtime worked will be performed by non-exempt employees without prior permission
- 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 a senior management team
- Experience managing processes and policies
- Experience in developing standards and/or metrics
- 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
- At least one year supervisory experience with managing employee work assignments, work evaluation, problem resolution, motivation and development
- Proven working experience within an accounting/fiscal department, within a management position
- 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.