

Job Description

Job Title: Controller		Department: Administration	
Reports to: Chief Executive Officer		Date: August, 2018	
Job Code:	Type of position:	FLSA:	Position Details:
Approved By: Eddie Foreman, CEO	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input type="checkbox"/> Individual Contributor <input checked="" type="checkbox"/> Supervisor/Manager (direct reports)

JOB SUMMARY

Under the supervision of the Chief Executive Officer, the Controller is responsible for accounting and bookkeeping operations for Central Oklahoma Workforce Innovation Board (COWIB) and the Central Oklahoma Local Elected Officials Board (CLEO). Performs a variety of day-to-day accounting duties related to the maintenance and review of accounting, financial and statistical records. Provides accounting functions for other Workforce Development Boards for which COWIB acts as their fiscal agent. Responsible for managing the State's mandated financial system for all grants received.

RESPONSIBILITIES

- Coordinate and direct the financial planning, budgeting or procurement, of all or part of an organization.
- Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.
- Maintain current knowledge of organizational policies and procedures, COWIB, federal and state policies and directives, and current accounting standards.
- Prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, or reports required by regulatory agencies.
- Provide direction and assistance to other Workforce Boards regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources.
- Advise management on short-term and long-term financial objectives, policies, and actions.
- Monitor financial activities and details, such as cash flow and reserve levels, to ensure that all legal and regulatory requirements are met.
- Develop and maintain relationships with banking, insurance, and external accounting personnel to facilitate financial activities.
- Receive and record requests for disbursements in accordance with company policies and procedures.
- Coordinates audits of COWIB accounts and financial transactions to ensure compliance with state and federal requirements and statutes.
- Prepares financial information so that outside accountants can complete tax returns.
- Compute, withhold, and account for all payroll deductions.
- Handle all aspects of employee insurance, benefits, and casualty programs, including monitoring changes in health insurance regulations and creating budgets for benefits and worker's compensation as the insurance coordinator.
- Receive cash and checks and make deposits.
- Prepares daily, weekly and monthly expenditure reports and recurring journal entries; prepares monthly/yearly closing and other financial reports as requested by the CEO and COWIB.
- Prepares cash fund requests from grant agency and prepares required monthly reports due to state agency.
- Prepares and processes documents to disburse and allocate grant funds, makes deposits; compiles and

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reviews information for accuracy; and maintains records.

- Inputs monthly staff payroll to the accounting system and prepares monthly invoice accordingly.
- Tracks staff annual leave and sick leave accruals.
- Supervises all accounting staff, ensuring their accuracy.
- Posts and retrieves financial data to appropriate accounts in an automated accounting system.
- Performs other duties as may be assigned.

REQUIREMENTS

- Familiarity with Central Oklahoma's efforts to improve workforce quality, including the Workforce Innovation and Opportunity Act, Oklahoma Office of Workforce Development, DOL/ETA , and Governor's Council on Workforce and Economic Development.
- Ability to understand and comply with WIOA and COWIB policies and procedures.
- Knowledge of the principles and practices of bookkeeping and accounting and the terminology and standard abbreviations used.
- Knowledge of the standard procedures and methods followed in handling and recording cash receipts and disbursements.
- Ability to maintain accurate records and work accurately with names, numbers, codes and/or symbols.
- Ability to analyze and determine the applicability of bookkeeping and accounting data, to draw conclusions and make appropriate recommendations.
- Ability to exercise discretion in handling confidential information and exercise sound judgment.
- Must be able to multi-task.
- Ability to work and communicate with staff, vendors, community and governmental agencies, etc. to meet their needs in a professional, polite, courteous and cooperative manner.
- Must display a high level of initiative, effort and commitment towards completing assignments efficiently.
- Ability to work with minimum supervision and demonstrate attention to detail.

EDUCATION & WORK EXPERIENCE

- Minimum Bachelors degree with coursework in accounting, business administration or any other related field required; minimum two-year's related experience in accounting required.
- Nonprofit or governmental accounting experience preferred but not required.

COMPUTER AND SOFTWARE REQUIREMENTS

- Must be proficient in Microsoft Excel and Word. Experience utilizing MIP or grant fund accounting software a plus but not required upon hire.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk and hear. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent to perform the responsibilities and functions of the job efficiently. Must be able to speak and communicate clearly.

The employee will work in an office environment. The noise level in the work environment is quiet to moderate.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

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This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so, too, may the essential functions of this position.

I acknowledge that I have read and understand this job description.

Employee Signature

Date