

River Valley Child Development Services

Providing quality services and support to children, families, and the early childhood community.

Job Description

Position:	Comptroller
Program:	Administration
Worksite:	611 Seventh Avenue, Huntington, WV
FLSA Classification:	Exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	6 months
Position(s) Accountable To:	Executive Director
Position(s) Accountable For:	Accountant Accounting Assistants Administrative Assistant Purchasing Agent
Purpose of Position:	Work closely with the Executive Director and Director of Operations in determining long-term financial goals for the agency. Develop strategies to meet financial goals. Oversee the agency's financial operations.
Educational Requirements:	Master's degree from an accredited college or university in accounting
Experiential Requirements:	At least 5-8 years of relevant professional experience, preferably with nonprofit accounting and grant management. Proven track record of developing and managing complex budgets successfully.
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Travel Requirements:	Valid driver's license and insurance. Possess personal vehicle.
Pre-Employment Requirements:	Must pass drug screening and have acceptable background check

Essential Capabilities and Skills

Possesses knowledge of and practices sound financial/accounting and grant management strategies.

Possesses knowledge of regulatory requirements, audits, and compliance in relation to nonprofit finances.

Possesses a strong analytical and data driven mindset that translates into leadership skills.

Able to communicate and translate financial concepts to, and to effectively collaborate with, program directors and the agency Board of Directors.

Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Able to work independently and collaboratively in team environments.

Able to effectively utilize high-level critical thinking skills.

Able to evaluate situations and create practical solutions to improve efficiency.

Able to travel. Have access to dependable transportation and personal credit card.

Other Capabilities and Skills

Able to be reliable, resourceful, responsible, flexible and self-initiated.

Able to practice effective time management skills and pay close attention to detail.

Able to utilize effective conflict management skills.

Able to engage effectively and communicate with the public and community and provide professional customer service to internal and external customers.

Able to lift various items: boxes, paper, supplies, etc.

Agency Expectations

Follow, review, revise and create agency policies, procedures, and practices.

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep Executive Director informed on all relevant matters.

Essential Duties

Supervision

Oversee all activities of the administrative support staff. Ensure job responsibilities are appropriate, reviewing and revising at least annually, and are being performed satisfactorily.

Ensure administrative support staff is aware of, and are following, RVCDS policies and procedures.

Approve bi-weekly payroll timesheets and leave requests.

Approve monthly and overnight travel for administrative support staff.

Complete, at minimum, annual performance evaluations for staff. Evaluate and implement progressive discipline, as needed. Facilitate and monitor the development and completion of the annual Individual Staff Development Plan.

Recruit, hire, and train administrative staff, overseeing the project orientation for new staff.

Conduct at minimum monthly administrative staff meetings and submit written meeting minutes to the RVCDS Executive Director.

Program

Work closely with the Executive Director and Director of Operations in determining long-term financial goals for the agency. Spearhead developing strategies and procedures to meet the identified financial goals.

Remain up to date on and implement best practices in nonprofit finance, internal control measures, and state and federal law regarding nonprofit operations.

Manage risks by maintaining a knowledge of the business operations of the agency, establishing a system of checks and balances, setting limits and boundaries, safeguarding cash, and assist in establishing risk measurements.

Direct the day-to-day accounting operations of the agency including oversight of accounts payable and receivable, payroll, purchasing, and maintenance of the general ledger.

Review commercial insurance policies annually with the insurance committee to determine adequate coverage.

Develop, review, update, and implement an agency accounting manual that contains accounting policies, procedures, and practices.

Prepare, analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements to program directors and the Board of Directors.

Lead the annual budgeting and planning process in conjunction with the Director of Operations and Executive Director; administer and review all financial plans and budgets; monitor progress and changes and produce monthly budget versus actual reports.

Manage agency cash flow and forecasting; ensure contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.

Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the Board of Directors; assess any changes necessary.

Develop appropriate investment strategies and oversee their implementation.

Collaboratively work with the Director of Operations to develop and monitor systems involving purchasing.

Ensure compliance with all tax laws and control payments of all taxes.

Oversee the indirect cost plan.

Serve as travel coordinator for administrative support staff.

Other Duties

Perform clerical support: typing, filing, scanning, shredding, etc.

Attend and participate on committees as assigned by the RVCDS Executive Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the Executive Director and other agency staff as necessary.

Attend and participate in monthly management meetings.

Any other duties as assigned by the RVCDS Executive Director.

Employee Signature

Printed Name

Date