

Job Description

Title: Assistant Controller
FLSA Status: Exempt

Department: Finance
Reports to: CFO & Controller

Job Summary:

The Assistant Controller - Finance applies the principles of accounting within an assigned area of accounting or group of funds. The Assistant Controller is a polished and analytical individual that supports the Controller and provide strategic leadership and direction for the staff at the Early Learning Coalition of Miami-Dade/Monroe. The position oversees and manages the flow and exchange of information, streamlines interactions with key constituents and drives initiatives on behalf of the Controller. On behalf of the Controller, this position has the responsibility of convenes and coordinates policies and issues as they pertain to the finance department with the executive staff and works with the Controller to maintain the core responsibilities to the Board. Identifies and manages critical issues that have public impact and require the attention of the Controller and other senior staff. Supports and sustains the Early Learning Coalition of Miami-Dade/Monroe as a high performing organization by contributing to excellent organizational performance and customer service and contributes to the vision, mission and values of the Early Learning Coalition of Miami-Dade/Monroe through responsible and effective work performance. The Assistant Controller must have the highest level of confidentiality, independence, customer service skills, and pro-activity, and be flexible and able to shift gears at a moment's notice.

Essential Duties and Responsibilities:

- Exercises accounting control over a group of accounts within a given specialized area
- Assists with month end process and Invoicing for all grants
- Assists with the development of financial reports for financial analysis, forecasting, trending, and results analysis
- Assists with reconciles sub-ledgers to the general ledger and resolves differences
- Assists with budget preparation, maintenance, tracking
- Assists in managing external audit and fiscal monitoring
- Verify purchases based on grant specific allowability
- Maintains records and files in accordance with applicable statutes
- Assists with special accounting projects as needed
- Assists in process improvement activities with Controller
- Assist with the updates of Finance/Accounting Policies and Procedures
- Assists with the monthly closings
- Assesses the urgency and importance of issues and takes appropriate action
- Monitors status of projects and act, refers important matters to supervisor or staff to ensure timeliness
- Performs related duties as required

Skills and Abilities:

- Accountability
- Excellent Analytical, conceptual and business partnering skills
- Excellent Ability to Manage and work independently
- Must demonstrate initiative and be proactive
- Excellent interpersonal skills and communication skills, both written and oral

Computer Equipment and Software Requirements:

- Microsoft Office Suite
- MIP & Microix knowledge
- High level application of Excel and Data Management techniques

Experience and Training:

- Master's degree in Accounting or Finance
- Must have 3 - 5 years' experience in accounting and supervision
- Knowledge of GAAP, FASB, and governmental funding regulations/requirements is essential
- Training, education and/or experience may be substituted for certain minimum qualifications

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

Employee Signature

Date

Supervisor

Date