



Tahoe Donner Association Job Description

Job Title: Controller
Job Code: 002
Department: Accounting
Reports To: Director of Finance and Accounting
Class Code: 8810
FLSA Status: Exempt
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SUMMARY

Under the direction of the Director of Finance and Accounting, the Controller is responsible for overseeing the general accounting functions of the Association.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for hiring, orienting, training, directing, motivating, evaluating, and disciplining all assigned staff and oversee work schedules in accordance with Association policies. Supervises the following accounting clerk positions: Payroll, Accounts Payable, Accounts Receivable, and Cash Room.

Maintain current knowledge, adhere to, implement and enforce Association policies, procedures, rules and regulations.

Responsible for all journal entries and maintaining the integrity of the general ledger at all times.

Responsible for review of General Ledger, Accounts Payable and Accounts Receivable batch postings.

Responsible for ensuring accurate and timely payroll processing on a bi-weekly basis, reviewing payroll register prior to processing and supervising payroll position.

Responsible for ensuring accurate and timely reconciliations are prepared on all balance sheet accounts monthly.

Assist in the planning and preparation of the annual operating budget for each department and prepares special reports, as required.

Prepare the monthly profit and loss statements and balance sheet for the association operations and ensure said are prepared in accordance with GAAP and internal accounting policies and procedures.

Lead role in preparing monthly financial reporting package, distributed to Board and published to web for members.

Lead in preparing for and coordination during the annual audit by independent auditing firm and income tax support information.

Prepare sales tax, fuel tax credit and other regulatory forms and payments.

Prepare Federal 1094/1095 tax forms and related compliance detailed tracking schedules.

Review and document accounting department internal control process to ensure compliance with standard accounting practices and Association policy.

Prepare capital projects report, setup approved capital project numbers, and maintain fixed asset ledger and depreciation expense.

Other duties as assigned.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) in accounting or finance from four-year college or university; or three to five years' related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier. Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

SUPERVISORY RESPONSIBILITIES

Directly supervises 4 employees in the accounting department. Carries out supervisory responsibilities in accordance with

the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

_____/_____

EMPLOYEE SIGNATURE

DATE