

**Ability Connection Texas (ACT)
Job Description**

Job Title: Controller
Department: Support Services
Reports To: Chief Financial Officer (CFO)

SUMMARY

The Controller is responsible for fiscal and business related functions. Duties include the supervision of the accounting and billing staff, assisting the CFO in preparation of the annual budget and financial reports, the maintenance of accounting and capital assets. The Controller is evaluated on professional behaviors during each evaluation period.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but not limited to, the following:

1. Responsible for all general accounting functions including assisting the CFO with financial statements, annual audit, Medicaid Cost Reports and other relevant business reports based on an annual schedule.
2. Assists in developing the agency budget based on departmental needs and projected available funds.
3. Monitors agency revenues and expenses monthly on a program-by-program basis.
4. Responsible for the financial and business aspects related to equipment and capital improvements at all building sites.
5. Maintains current policies and procedures to guide fiscal operations.
6. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Is responsible for the overall direction, coordination, and evaluation of fiscal. 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.

QUALIFICATIONS: To perform this job successfully, an individual must demonstrate leadership to function at a professional level and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations consistent with the ADA may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Required: An undergraduate degree in accounting, business administration, public administration or other business related degree with at least three years of successful experience performing similar work. Experience in a nonprofit agency providing direct service(s). Also, experience in the following areas: fund accounting, supervising budgets, information technology, including personal computer and network operations, plant maintenance, security, safety, personnel and internal audits.

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, board of directors, and the general public.

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.

CERTIFICATES, LICENSES, REGISTRATIONS: Current Driver's License and proof of auto liability insurance must be current in personnel file. Current TB test results and Flu shot (seasonal) on file.

PHYSICAL DEMANDS: Must be in good health to maintain an acceptable attendance record as established by the agency. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions. Reasonable accommodations consistent with the ADA may be made to enable individuals with disabilities to perform the essential functions.

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 consistent with the ADA may be made to enable individuals with disabilities to perform the essential functions.

I have reviewed this job description and understand it:

Employee _____ Date _____

Human Resources _____ Date _____