



TLINGIT & HAIDA

REGIONAL HOUSING AUTHORITY

Position Description **CONTROLLER**

I. Summary:

The Controller manages the finance department providing information, primarily financial in nature, about all company activities that will assist management, its Board of Commissioners and partner tribes in making long term financial plans and projections for THRHA's future.

II. Authority:

The Controller reports to the VP of Finance and Development. Directly supervises the director of finance, the budget analyst, and the grant accountant. Indirectly supervises the remaining finance staff.

III. Duties and Responsibilities:

- Oversee the activities of the finance department for the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements.
- Responsible for the cash management and risk management activities to preserve company assets.
- Responsible for developing the indirect cost proposal and submitting proposal to funding agency.
- Responsible for the timely completion of the annual audit and income tax filing.
- Establish and maintain systems and controls that verify the integrity of all systems, processes and data, and enhance the company's value.
- Coordinate and direct preparation of budget and financial forecasts for organization.
- Ensure grant-related post-award functions, including budget, maintenance of chart of accounts, and expense analysis, invoicing, labor distributions changes, reconciliations, grant closeout functions.
- Ensure the accurate and timely processing of accounts payable, purchase orders, employee expense reports, payroll processing and payroll tax compliance.
- Ensure the accurate and timely management of all accounts receivable including billings, cash receipts, and quarter and year-end payroll closing including federal and state reports.
- Respond to the Vice Presidents and the President & CEO with accurate and timely work to facilitate financial needs.
- Participate in a wide variety of special projects and compile a variety of special reports.
- Communicate with co-workers, management, tribal contacts and others in a courteous and professional manner.

IV. Required knowledge, Abilities and Skills:

- Proven management abilities

- Strong technical skills and a desire to implement positive change to enhance success.
- Demonstrated knowledge in the field of finance.
- Excellent verbal and written communication skills
- Demonstrated experience preparing and delivering presentations to a Board.
- Accounting experience with a Housing Authority, affordable housing non-profit agency, or similar type agency
- Knowledge of Federal and State programs and services, particularly programs related to HUD and/or Indian Tribes.
- Knowledge of, and familiarity with communities in rural Southeast Alaska.
- Ability to maintain positive interpersonal relationships.
- Possess strong verbal and written communication skills
- Experience with word processing, spreadsheets, electronic mail, and electronic calendar software
- Ability to travel to communities throughout Southeast Alaska
- While performing the duties of this job, the employee is regularly required to:
 - Talk or hear;
 - Sit for extended period;
 - Stand;
 - Walk;
 - Use hands to finger, handle or feel; and
 - Reach with hands and arms.

V. Minimum Qualifications:

CPA required. Bachelor’s degree in a business, financial, accounting or related field. Eight or more years of experience accounting function in a non-profit (fund accounting) or construction related company. Four years in a managerial capacity.

VI. Grade Level:

Grade 16
Exempt

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Supervisor/Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Created (March 2018)